



**U.S. Customs and
Border Protection**

JUL 6 2015

MEMORANDUM FOR: Directors Field Operations
Director, Preclearance Operations
Office of Field Operations

Director, Field Operations Academy
Office of Training and Development

FROM: Acting Executive Director
Admissibility and Passenger Programs

SUBJECT: SEVIS Number Query Enhancement Activation

The Office of Field Operations (OFO) Headquarters has been working with the Office of Information and Technology (OIT) and the Student and Exchange Visitor Program (SEVP) to activate the SEVIS Number Query functionality within the (b)(7)(E) and the (b)(7)(E) (b)(7)(E).

The SEVIS Query functionality is a real time query and resulting response when the SEVIS number of an applicable F, J and M visa holder is queried from (b)(7)(E) and (b)(7)(E). This enhancement has augmented Customs and Border Protection's (CBP's) ability to identify applicable travelers who might be in violation of the SEVIS program and may be subject to further inspection or an adverse action.

(b) (7) (E)

On July 8, 2015 the SEVIS Query functionality will be activated nationwide at all airports which currently utilize (b)(7)(E) and (b)(7)(E). Please ensure that this memorandum and attached muster is disseminated to personnel within your area of responsibility. If you have any questions or concerns, please contact (b)(6) (b)(7)(C), Program Manager, Traveler Entry Programs (TEP) via email at (b)(6) (b)(7)(C).

Muster

Date: June 22, 2015
Topic: SEVIS Query Enhancement to (b)(7)(E) and (b)(7)(E)
Headquarters POC: (b)(6) (b)(7)(C)
Office: Traveler Entry Programs

The SEVIS Number Query enhancement in (b)(7)(E) and (b)(7)(E) is a real time query and resulting response when the SEVIS number of an applicable F, J and M visa holder is queried during Primary and Secondary inspection processing.

The following enhancements have been made to (b)(7)(E) and (b)(7)(E) with resulting actions:

(b)(7)(E)

- A SEVIS Entry Dialog box will automatically be displayed when an F, J or M Class of Admission (COA) is selected from the COA screen.
- The SEVIS number documented from an applicable travelers' Form I-20 or DS-2019 should be entered and the (b)(7)(E) selected.
- The resulting record from the SEVIS database will be presented in the SEVIS Query Status Dialog which will prompt a (b)(7)(E) response for a match confirmation to the question (b)(7)(E)
- (b)(7)(E)
- If the SEVIS Query Service returns one of the following responses, then officer discretion should apply whether to refer or admit:

(b)(7)(E)

(b)(7)(E)

- The following has been added to the (b)(7)(E) Referral List:

(b)(7)(E)

- (b)(7)(E)
- When completing an Admissibility Inspection, (b)(7)(E) button will be displayed when an applicable Disposition Code is selected
- Enter the traveler's SEVIS Number in the SEVIS Number field (b)(7)(E) (b)(7)(E).
- Select the (b)(7)(E) to launch the SEVIS query.
- The SEVIS query results will be displayed on the (b)(7)(E)
- When completing the (b)(7)(E), once the SEVIS number is entered and a response is received, (b)(7)(E) automatically populates in (b)(7)(E)
- The (b) (6), (b) (7)(B) will override (b) (6), (b) (7)(B) data that was pre-populated from the SEVIS query result.

(b)(7)(E)

Information regarding the SEVIS Number Query Enhancement and the revised training document may be accessed on the Passenger System Program Directorate (PSPD) Training Website and at the following link:

(b)(7)(E)



**U.S. Customs and
Border Protection**

AUG 10 2012

MEMORANDUM FOR: Directors, Field Operations
Director, Preclearance Operations /
Office of Field Operations (b)(6) (b)(7)(C)

FROM: Executive Director
Admissibility and P (b)(6) (b)(7)(C)

SUBJECT: Placing an Admission Stamp on Forms I-20A-B and I-20 M-N

The Office of Field Operations (OFO) is updating the procedure for placing an admission stamp on Forms I-20A-B and I-20 M-N.

On May 22, 2012, the US Citizenship and Immigration Service (USCIS) released the Electronic Immigration System (ELIS) to electronically adjudicate Form I-539, Application to Extend/Change Nonimmigrant Status. Prior to the change, when a USCIS Service Center approved a Form I-539 for either an F-1 or M-1 nonimmigrant, an approval stamp was placed on the accompanying Form I-20 mailed to the student. Although this is a longstanding practice, USCIS discontinued this process with the deployment of ELIS.

To avoid confusion and to remain consistent in processing, OFO is instructing the field to cease the practice of stamping Forms I-20 A-B and I-20 M-N presented by prospective and returning students seeking admission to the United States.

All other requirements for processing Forms I-20 A-B and I-20 M-N remain in effect.

Please ensure that this memorandum and muster are disseminated to all ports of entry within your jurisdiction. If you have any questions or require additional information, please contact Ms. (b)(6) (b)(7)(C), Director, Enforcement Programs at (b)(6) (b)(7)(C).

Attachment

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Weekly Muster

Week of Muster: Upon receipt

Topic: Placing an Admission Stamp on Forms I-20A-B and I-20 M-N

HQ POC/Office: (b)(6) (b)(7)(C)

Office: Enforcement Programs

The Office of Field Operations (OFO) is updating the procedure for placing an admission stamp on Forms I-20A-B and I-20 M-N.

On May 22, 2012, the US Citizenship and Immigration Service (USCIS) released the Electronic Immigration System (ELIS) to electronically adjudicate Form I-539, Application to Extend/Change Nonimmigrant Status. Prior to the change, when a USCIS Service Center approved a Form I-539 for either an F-1 or M-1 nonimmigrant, an approval stamp was placed on the accompanying Form I-20 mailed to the student. Although this is a longstanding practice, USCIS discontinued this process with the deployment of ELIS.

To avoid confusion and to remain consistent in processing, OFO is instructing the field to cease the practice of stamping Forms I-20 A-B and I-20 M-N presented by prospective and returning students seeking admission to the United States.

All other requirements for processing Forms I-20 A-B and I-20 M-N remain in effect.



U.S. Citizenship
and Immigration
Services

PM-602-0065

JUN 1 2012

Policy Memorandum

SUBJECT: Submission of Form I-20 or DS-2019 in support of the Application to Extend/Change Nonimmigrant Status.

Purpose

This Policy Memorandum (PM) establishes U.S. Citizenship and Immigration Services (USCIS) policy on the adjudication of the Application to Extend/Change Nonimmigrant Status (Form I-539).

Scope

Unless specifically exempted herein, this PM applies to all USCIS officers adjudicating Form I-539.

Authority

Sections 214(a)(1) and 248 of the Immigration and Nationality Act and Title 8, Code of Federal Regulations, Part 248 and Sections 103.2, 214.1, 214.2(f), 214.2(j), and 214.2(m).

Background

USCIS requires applicants to submit a Certificate of Eligibility for Nonimmigrant Student Status (Form I-20) with Form I-539 when applying:

- to change nonimmigrant status to F-1 or M-1;
- for reinstatement to F-1 or M-1 status;
- for a transfer of schools when in M-1 status; or
- for an extension of M-1 status.

USCIS also requires that the Form I-20 contain the original signatures of the "Designated School Official" and the "Student." If the Form I-539 is approved, USCIS stamps the original Form I-20 and returns it to the applicant.

Likewise, USCIS requires applicants to submit a Certificate of Eligibility for Exchange Visitor Status (Form DS-2019) with Form I-539 when applying to change status to J-1. The Form DS-2019 must also contain the original signatures of the "Responsible Officer or Alternate

Responsible Officer” for the Exchange Program and the “Applicant.” If the Form I-539 is approved, USCIS stamps the original Form DS-2019 and returns it to the applicant.

USCIS is transforming its business processes and systems to improve operational efficiency and customer service, and to strengthen the security and integrity of the immigration system. This effort is known as USCIS Transformation. As part of this effort, USCIS is modifying its data collection practices to eventually convert all data collections to e-filing in the USCIS Electronic Immigration System (USCIS ELIS). The intent of this change is to improve the consistency and timeliness of benefit adjudications, as well as to support identity management, benefit eligibility evaluation, customer service operations, and to better manage national security and benefit risks. As a result, USCIS will eliminate the requirement that the Form I-20 or DS-2019 contain original signatures.

USCIS is issuing this PM as guidance for the adjudication of Form I-539 when a Form I-20 or DS-2019 is required.

Policy

When USCIS ELIS is launched for public use, applicants will have the option of submitting their application by either using ELIS or the current paper filing. For applications filed with USCIS ELIS, USCIS will accept a scanned, electronic version of a valid and properly executed Form I-20 or DS-2019 for all Form I-539 filings when required.

For any Form I-539 filed outside USCIS ELIS, USCIS will accept a photocopy of a valid and properly executed Form I-20 or DS-2019.

Regardless of how the applicant files once USCIS ELIS launches for public use, USCIS will not return the Form I-20 or DS-2019 to the applicant upon approval of Form I-539.

Applicants wishing to have USCIS stamp their Form I-20 or DS-2019 may make an appointment online through InfoPass and take their form to their local USCIS office. Stamping of Form I-20s or DS-2019s is a transitional service that field offices will perform for 6 months after ELIS launches for public use.

Use

This PM is intended solely for the guidance of USCIS personnel in the performance of their official duties. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law or by any individual or other party in removal proceedings, in litigation with the United States, or in any other form or manner.

Contact Information

Questions or suggestions regarding this PM should be addressed through appropriate channels to the Office of Transformation.

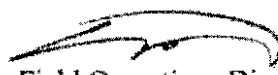


U.S. Citizenship
and Immigration
Services

MAY 21 2012

Memorandum

TO: All USCIS Field Offices

FROM: Donald J. Monica 
Associate Director, Field Operations Directorate

SUBJECT: Placing an Approval Stamp on Forms I-20A-B and I-20 M-N

This memorandum provides guidance to field office staff indicating when it is appropriate to stamp Form I-20 for F or M students upon deployment of the USCIS Electronic Immigration System (ELIS). Release A1 of ELIS will occur on May 22, 2012 and Forms I-539, Application to Extend/Change Nonimmigrant Status filed electronically will be adjudicated in ELIS. Forms I-539 filed by mail will still be processed in CLAIMS-3 for the time being.

Currently when a Service Center approves a Form I-539 for either an F-1 or M-1 nonimmigrant an approval stamp is placed on the accompanying Form I-20 form is mailed to the student. Although this is a longstanding practice it is not a required step since it is the Form I-539 that is being approved. Consequently Service Centers will discontinue this process once ELIS is deployed. External entities that require evidence of the student's valid status can obtain this information through the SAVE process.

Although an approval stamp is not required, some students may request to have their Form I-20 stamped as it was prior to the deployment of ELIS. We have agreed to do so at field offices during a transition period that will end on September 30, 2012. Normally requests for a stamp will come to our attention as the result of an InfoPass appointment. When such a request is made, the following process will be used when such requests are made:

- Review the student's Form I-20.
- The Form I-20 must include a signature from the DSO. (The Form I-20 can be a copy.)
- Determine whether the case was processed in ELIS or CLAIMS-3 (ELIS Receipt numbers will begin with IOE, CLAIMS -3 receipts will continue to begin with the Service Center three-letter code.)
- Verify in ELIS or C-3 that the student's Form I-539 application has been approved.
- Stamp the Form I-20 with an approval stamp.



**U.S. Customs and
Border Protection**

APR 17 2014

MEMORANDUM FOR: Directors, Field Operations
Director, Preclearance Operations
Office of Field Operations

Director, Field Operations Academy
Director, Advance Training Center
Office of Training and Development

FROM: (b)(6) (b)(7)(C) William T. Ferrara (b)(6) (b)(7)(C)
Acting Executive Director
Admissibility and Passenger Programs
Office of Field Operations

SUBJECT: Issuance of Paper Form I-94 When Form I-515A is Served

This memorandum is to provide clarification to U.S. Customs and Border Protection (CBP) officers regarding the issuance of paper Form I-94 *Arrival/Departure Record* when a nonimmigrant student or exchange visitor is served with Form I-515A *Notice to Student or Exchange Visitor*, at air, land and sea ports of entry.

On March 22, 2013, OFO issued Electronic I-94 Processing for Air and Sea Ports of Entry field guidance memorandum which may have caused confusion regarding the issuance of a paper form I-94 "for all paroles, asylees, refugees, students granted an I-512 and any traveler requesting..." To clarify, students (including F, M and J visitors) who are granted a Form I-515A by CBP require the issuance of a paper Form I-94 as part of their processing requirements. Effective immediately, CBP officers shall discontinue the issuance of paperless form I-94's when a (b)(7)(E) generated Form I-515A is served on an alien. A system generated Form I-94 shall be issued, however, the system generated admission number will be properly annotated on the paper version of the Form I-94 for tracking, record keeping and Form I-515A completion requirements. All CBP issued Form I-515A's require processing in (b)(7)(E) and must not be handwritten or manually prepared.

The attached muster should be presented as soon as possible to all CBP Officers. If you have any questions or concerns regarding this memorandum, please feel free to contact (b)(6) (b)(7)(C) (b)(6) (b)(7)(C) Director, Enforcement Policy Division at (b)(6) (b)(7)(C) or (b)(6) (b)(7)(C) Program Manager at (b)(6) (b)(7)(C).

Attachment

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Weekly Muster

Week of: Effective Upon Receipt
Topic: Issuance of Paper Form I-94 When Form I-515A is Served
Headquarters POC: (b)(6) (b)(7)(C)
Office: Admissibility and Passenger Programs

- This Memo/Muster is to provide clarification to U.S. Customs and Border Protection (CBP) officers regarding the issuance of paper Form I-94 *Arrival/Departure Record* when a nonimmigrant student or exchange visitor is served with Form I-515A *Notice to Student or Exchange Visitor*, at air, land and sea ports of entry.
- On March 22, 2013, OFO issued Electronic I-94 Processing for Air and Sea Ports of Entry field guidance memo which may have caused confusion regarding the issuance of a paper form I-94 “for all paroles, asylees, refugees, students granted an I-512 and any traveler requesting...”
- To clarify, paper versions of Form I-94 are required for all aliens who are Paroled, Asylees, Refugees, Students (including F, M and J visitors) served with Form I-515A, and those who present a USCIS Form I-512 *Authorization for Parole of Aliens into the United States*.
- Effective immediately, CBP officers shall discontinue the issuance of paperless form I-94’s when a (b)(7)(E) generated Form I-515A is served on an alien.
- A system generated Form I-94 shall be issued, however, the system generated admission number will be properly annotated on the paper version of the Form I-94 for tracking, record keeping and Form I-515A completion requirements.
- All CBP issued Form I-515A’s require processing in (b)(7)(E) and must not be handwritten or manually prepared.

Weekly Muster

Week of: For Immediate Implementation
Topic: Proper completion of Form I-515A
References: Memorandum titled Proper Completion of Form I-515A dated May 13, 2013
Headquarters POC: (b)(6) (b)(7)(C)
Office: Admissibility and Passenger Programs

- This guidance is designed to remind U.S. Customs and Border Protection (CBP) officers of previously issued guidance titled *Proper Completion of Form I-515A* dated May 13, 2013, which requires that all immigration adverse actions, to include discretionary action Form I-515A (Notice to Student or Exchange Visitor), must be processed in (b)(7)(E)
(b)(7)(E)
- Effective immediately, CBP officers shall cease and desist the issuance of hand written versions of Form I-515A and will only issue forms that are generated through (b)(7)(E)
- CBP officers must also ensure that they manually input the appropriate admit until date within (b)(7)(E)
- The appropriate period for Form I-515A is 30 days admission.
- The correct SEVIS ID number should be verified and entered in the SEVIS number field on Form I-515A.
- A properly executed Form I-515A processed in (b)(7)(E) allows the Student and Exchange Visitor Program Office (SEVP) to standardize the adjudication process by identifying trends and monitoring compliance.
- (b)(7)(E)
- (b)(7)(E)
- (b)(7)(E)
- Ports of Entry (POEs) and Deferred Inspections Sites (DIS) must not complete the admission processes for those students and exchange visitors (including dependents) with Form I-515A, as this process should be completed by the SEVP personnel.

DEC 30 2015



**U.S. Customs and
Border Protection**

MEMORANDUM FOR: Directors, Field Operations
Office of Field Operations

Director, Field Operations Academy
Director, Advance Training Center
Office of Training and Development

FROM: Todd A. Hoffman
Executive Director
Admissibility and Passenger Programs
Office of Field Operations

(b)(6) (b)(7)(C)

SUBJECT: Proper Completion of Form I-515A (Notice to Student or Exchange Visitor)

This memorandum is to remind U.S. Customs and Border Protection (CBP) officers of previously issued guidance titled *Proper Completion of Form I-515A* dated May 13, 2013, which requires that all immigration adverse actions, to include the discretionary action of a Form I-515A (Notice to Student or Exchange Visitor), must be processed in (b)(7)(E).

The Student and Exchange Visitor Program (SEVP) provides CBP with updates to the Form I-515A which is generated in (b)(7)(E). The approved version of the Form I-515A, (dated 03/13) contains the following disclosure language: "Furnishing your information and providing the required documentation within the allotted time is *Mandatory*". CBP officers must not use hand written versions of Form I-515A. CBP officers should only issue I-515A forms that are generated through (b)(7)(E). CBP officers must also ensure that they manually input the appropriate admit until date within (b)(7)(E); the appropriate period for Form I-515A is 30 days admission. The correct SEVIS ID number should be verified and entered in the SEVIS number field on Form I-515A. Properly executing Form I-515A in (b)(7)(E) allows the SEVP to standardize the adjudication process while identifying trends and monitoring compliance.

Additionally, applicants whose SEVIS status has been verified and confirmed as (b)(7)(E) (b)(7)(E) are inadmissible under Section 212(a)(7)(A)(1) of the Immigration and Nationality Act. (b)(7)(E) Officers are (b)(7)(E) (b)(7)(E) Ports of Entry (POEs) and Deferred Inspection Sites (DIS) must not complete the admission processes for foreign students and exchange visitors (including dependents) with Form I-515A, as this process should be completed by the SEVP personnel.

Please ensure that this memorandum and muster are disseminated to all ports of entry within your jurisdiction. If you have any questions or require additional information, please feel free to contact (b)(6) (b)(7)(C), Acting Director, Enforcement Programs Division at (b)(6) (b)(7)(C) or (b)(6) (b)(7)(C) Program Manager at (b)(6) (b)(7)(C)

Attachment

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