



State University of New York
College of Environmental Science and Forestry
Office of International Education
110 Bray Hall c/o 227 Bray Hall

SEVIS Registration Instructions

All international students are required to complete the SEVIS registration procedure **within the first 10 days of each semester**. This is to ensure that the required documents are placed on file at the Office of International Education (OIE) and for OIE 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 OIE information sheet titled “Maintaining Valid F-1 Status.” The information sheet is available in the OIE and online.
2. Complete the SEVIS Registration Form.
3. Bring the following documents in person to an international student adviser in the OISS:
 - a. Completed SEVIS Registration Form
 - b. Your I-20
 - c. Your I-94* (see below for instructions)
 - d. Your F-1 visa (Not applicable for Canadian citizens.)
 - e. Your Passport
 - f. ESF ID

*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 the US Customs and Border Protection (CBP) Website, 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.

Download your I-94 at: <https://i94.cbp.dhs.gov>



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SEVIS Registration Form

All fields are required unless otherwise indicated. Please print neatly.

Term: _____

Name: _____
Last Name First Name Middle Name

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

SEVIS ID#: N00 _____ ESF ID #: _____ US Cell Phone: _____

Home Phone (w/country code): _____ I do not have any telephone number.

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

ESF Email: _____ Alternate Email: _____

ESF Address: _____

Complete Home (non-US) Address: _____

Has any of this information changed since SEVIS Registration last semester? If yes, check all that apply:

- | | | |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Name | <input type="checkbox"/> SEVIS ID # | <input type="checkbox"/> Home Phone |
| <input type="checkbox"/> Class Year | <input type="checkbox"/> Email | <input type="checkbox"/> ESF Address |
| <input type="checkbox"/> ESF ID # | <input type="checkbox"/> US Cell Phone | <input type="checkbox"/> Home Address |

PASSPORT, VISA, IMMIGRATION INFORMATION (Visa not applicable to Canadian Students)

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

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: _____
- Program End Date: _____
- Financial Information: _____
- Name: _____
- Other: _____

Additional Information: _____

If you plan on graduating this semester only:

Following your program end date your visa grants you a 60-day Grace Period. 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 OIE.
- Plan to transfer to another university to start a new academic program.
- Depart the U.S.
- Other (please specify): _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Telephone (w/country code): _____

Email: _____

Address: _____

City Province/Territory/State Country Zip Code

DEPENDENT (F-2/J-2) INFORMATION

Name (1): _____
Last Name First Name Middle Name

Date of Birth: _____ Relationship: _____ Country of Citizenship: _____

Name (2): _____
Last Name First Name Middle Name

Date of Birth: _____ Relationship: _____ Country of Citizenship: _____

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

Student Certification:

I understand that I am responsible for reporting any changes to the items listed on this form to the OIE 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: _____