Merging SEVIS Accounts

Contents

Overview

The first phase of the Student and Exchange Visitor Program's (SEVP) move to person-centric records in the Student and Exchange Visitor Information System (SEVIS) is to merge SEVIS accounts for school and sponsor users, who have more than one username. If you only have one username, you do not need to merge your accounts.

- Timeline for the first phase is July 8, 2019 – August 31, 2019.
- Participation is voluntary, but highly encouraged.
- After completing this merge, you will:
  - Be able to access all your schools and exchange programs with a single SEVIS username and password.
  - Need only to maintain one password.
  - Have only one place to update information on your account.

Key Points

There are three points to know when merging your SEVIS accounts:

1. Your first and last names must match exactly on all Forms I-17 and DS-3036 with which you are associated. Your middle name fields do not need to match.

2. The title associated with the SEVIS username you choose will automatically appear on all Forms I-17 and DS-3036 with which you are associated. It will also appear on all the Forms I-20 and DS-2019 that you print.

3. SEVIS, SEVP, and the Department of State (DOS) will only contact you using the email address associated with the SEVIS username you choose. This email address will automatically appear on all the Forms I-17 and DS-3036 with which you are associated.

Merge Process

If you have more than one SEVIS account and want to access them using only one SEVIS username, follow the steps below.

Step 1: Choose the SEVIS Username You Want to Keep

You will need to choose which SEVIS username to use as your login going forward.

Step 2: Confirm your SEVIS Official Information

You will need to confirm that your name, title, and email are correct on the SEVIS Form I-17 or DS-3036, which is associated with the username you choose as your login.

Name Change

Check your SEVIS official information on all the Forms I-17 and DS-3036 with which you are associated. Your first and last names must all match exactly for every SEVIS account you have. (Your middle name does not have to match).

In the example forms below, Tootie Campbell can request an account merge because her first and last names match in both Forms I-17 and DS-3036.

Example forms:

Edit School Information (Form I-17)
Update Official

000

Required fields are marked with an asterisk (✱)
Fields requiring adjudication are marked with an hourglass (⌛)

Last Name ✱ ⌛	First Name ✱ ⌛	Middle Name ⌛	Suffix
Campbell	Tootie	Frances	⌄

The official is: ✱ ⦿ UNITED STATES CITIZEN ◯ LEGAL PERMANENT RESIDENT

Title ✱

International Student Advisor

Address ✱

[Edit Address] 909 W FRANKLIN ST

Email Address ✱

TootieCampbell@thatschool.edu ✕

Telephone Number ✱

(222) 222 - 2222 ext.

[Update] [Cancel]

Update Official
Required fields are marked with an asterisk (*)

Existing Program Number: **P-1-15029**
Name of Sponsoring Organization: **Robertson Research Institute**

* Last Name :	Campbell
* First Name :	Tootie
Middle Name :	Frances Suffix : ⌄
The Official is :	U.S. Citizen
Role :	ARO
*Title :	Immigration Specialist
* Telephone Number :	(222) 222 - 2222 ext.
Fax Number :	( ) -
* Email Address :	TootieCampbell@thatprogram.com ✕

[Update Official] [Cancel]

> If your first or last name is different across the forms, your principal designated school officials (PDSOs) and responsible officer (RO) (or you as an alternate responsible officer (ARO)) must standardize your name on any of the forms that are incorrect. To change your name on any of the forms:
> - **PDSOs:** See the Form I-17 Petition Update—Manage School Officials article.
> - **RO/AROs:** See the User Manual for Exchange Visitor Program Sponsors (RO/ARO) of SEVIS Volume I, Forms DS-3036 and DS-3037.

All name changes must be adjudicated by the SEVP School Certification Unit (SCU) or the DOS Office of Designation before accounts can be merged.

If SEVP or DOS has not adjudicated the name change by August 31, 2019, you can still submit your account merge request **after** the change is approved.

Title, Email, and Phone Number Changes

Your title in SEVIS should reflect your institutional title. Check the title listed on the SEVIS official information that is associated with your chosen username.

In our example forms above, if Tootie Campbell wanted both of her titles to print on forms, she would need to update the title associated with her chosen username. Tootie can combine her two titles into one, "International Student Advisor, Immigration Specialist." This totals 49 characters, which fits in the field's 60-character limit.

> To change your title on any of the forms:
> - **PDSOs:** See the Form I-17 Petition Update—Manage School Officials article.
> - **RO/AROs:** See the User Manual for Exchange Visitor Program Sponsors (RO/ARO) of SEVIS Volume I, Forms DS-3036 and DS-3037.

> **Remember:**
> - This title will automatically appear on all Forms I-17 and DS-3036 with which you are associated.
> - This title will print on all Forms I-20 and Forms DS-2019 that you issue.
> - There is a 60-character limit to the Title field in SEVIS.

In our example forms above, Tootie has two different email addresses. SEVIS only allows one email address per username. SEVP and SEVIS will use the email address associated with her chosen username to communicate with her. The same goes for Tootie's telephone number.

> The PDSO or RO/ARO can update your title, email address, and telephone number in SEVIS at any time. These are not adjudicated fields.

Step 3: Request the Merge

Once your SEVIS official information appears as you want it on the Form I-17 or Form DS-3036 associated with your chosen SEVIS username, you can submit a request to merge your user accounts.

1. Click the Merge Accounts Email Template below to open the sample email template in Microsoft Word.

Merge Accounts
Email Template.docx

2. Enter your currently active SEVIS usernames and the respective organizations in the Merge Accounts Email Template.

Example of Merge Account's Email Table:

Active Usernames	School or Program Name(s)	School or Program Number	User Role (PDSO, DSO, RO, or ARO)	Batch	Use Going Forward (choose one)
Tcampb12345	SEVP University	WAS1234567890	DSO	Y	Y
	Robertson Research Institute	P-1-15029	ARO		
Tcampb 54321	SEVP University of the South	ATL9875641230	DSO	N	

3. Send this table by email to SEVP@ice.dhs.gov, with the Subject line "Merge Accounts."

Note: Clicking the email address above will open a prepopulated email with the subject line already included.

4. Submit your username request between July 8, 2019 – August 31, 2019. Your request will be processed in the order in which it is received. It may take up to 30 days for your request to be processed.

If you have questions about this process, contact SEVP Response Center at SEVP@ice.dhs.gov, or at 703-603-3400 or 800-892-4829, Monday through Friday, from 8 a.m. to 6 p.m. ET, except federal holidays.

- While the account is being merged, you may experience an issue if you try to log in using the old, unchosen username.
- You should be able to access the school and program using your chosen username.
- If you continue to have issues after receiving a resolution for your merged account ticket, call the SEVP Response Center.

Remember:

- After your accounts have been merged, if you are added to additional schools or exchange programs, you will need to use your chosen username.
- Creating a new account with a different username will result in you once again having multiple usernames and accounts.

Icon Guide

See the SEVIS Help Icons on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
July 5, 2019	Initial Release