

SEVIS Information Sheet For Employers

As of January 2003, all participants on J-1 exchange visas are required to register their whereabouts with the Bureau of Immigration and Customs Enforcement through SEVIS – the Student and Exchange Visitor Information System. These new requirements are extremely important and students will be sent home if they fail to comply.

Students have two primary responsibilities within SEVIS:

- 1) Within 20 days of the program start date printed on their DS-2019 Form, they must confirm with CIEE that they have begun their work exchange program and also provide their US home address.
- 2) Within 10 days of changing their home address throughout their stay in the US, they must provide CIEE with this new address information.

How Students Can Contact CIEE

The quickest and most accurate way for participants to update their information with CIEE is to visit our dedicated SEVIS web site: **www.mysevis.com**. If participants do not have access to the Internet, they may call CIEE's Customer Support Center at **1-888-COUNCIL** (1-888-268-6245) and provide one of our representatives with this information.

The Employer's Role within SEVIS

While it is officially the participant's and CIEE's responsibility to provide information to SEVIS, we ask for your support in several key areas:

- 1) Remind participants at your company of the importance of confirming their program start and updating their US home address through mysevis.com. Failure to do so will result in participants being sent home.
- 2) Report any participant "no-shows" to CIEE if participants do not arrive within 5 days of their stated arrival date.
- 3) Notify CIEE if any of your students leave their jobs before their scheduled end date.
- 4) Be available to verify your students' program participation as we spot check the information reported on mysevis.com.

How Employers Can Contact CIEE

Two options are available for you to inform CIEE of a SEVIS-related matter.

First, you may contact us online at any time through our Employers Extranet web site at **www.councilexchanges.org/employers**. Once there, click on the **SEVIS Status** button and follow the prompts.

Or, you may reach our Customer Support Center during business hours by calling **1-888-COUNCIL** (1-888-268-6245). We will take down the necessary information and answer any questions you might have.

Your cooperation in meeting these new requirements is greatly appreciated.