

SEVIS REGISTRATION REQUIREMENT

The Student Exchange and Visitor Information System ([SEVIS](#)) is a database used by the United States (US) Department of Homeland Security (DHS) to maintain the Student Exchange and Visitor Program ([SEVP](#)). Designated School Officials (DSO) are responsible for maintaining accurate [F-1 student](#) records and complying with federal immigration reporting regulations.

SEVIS Registration is required for all F-1 students and must be completed when you first arrive in the US and at the beginning of each semester thereafter until program completion.

You must complete SEVIS Registration **by the [Drop/Add deadline](#) for each semester**. Courtesy e-mail reminders will be sent during the first week of priority registration each semester, however, you are responsible for ensuring you complete this requirement, whether a reminder is received or not. An "ISS Hold" will be placed if not completed, preventing registration.

IMPORTANT: Regardless, if your information has changed or not, you must still complete this form. Remember, you must notify the DSO within 10 days of any changes. View the [Maintain Your Status Checklist](#) for additional guidance.

Return completed form to DSO via [email](#) with any required documentation, as applicable.

CURRENT STUDENT INFORMATION

(Enter valid information to be reported in SEVIS)

Registration Term ([TERM YYYY](#)): _____ Gender: _____ Date of Birth ([MM/DD/YYYY](#)): _____

SEVIS ID#: _____ FL Poly ID#: _____

First/Middle/Last Name: _____

Home Street Address ([non-US](#)): _____ Apt./Unit#: _____ City: _____

Province/Territory: _____ Country: _____ Postal Code: _____

Home Phone: ([country code](#)) + _____ ([number](#)) Alternate #: _____

Major: _____ Education Level: Undergraduate Graduate

US Contact Information:

I live ([check one](#)): Off-Campus On-Campus (**provide valid [on-campus address](#) – view link for correct format**)

US Street Address: _____ Apt./Room/Unit #: _____

City: _____ State: _____ Zip: _____

US Cell Phone#: _____ Alternate US Phone#: _____

University Email: _____ Alternate Email: _____

Emergency Contact Information: For emergency situations affecting F-1 student while studying in the US at Florida Poly (such as, but not limited to, death, severe injury or illness, natural disasters, etc.).

Full Name: _____ Relationship to F-1 Student: _____

Full Address: _____

Telephone#([with country code](#)): _____ Email: _____

IMPORTANT: If you want to authorize Florida Poly (DSO) to legally discuss specific information with your emergency contact or other individuals regarding your student record or status at the university, under the [Family Educational Rights and Privacy Act \(FERPA\)](#) you are required to complete the [Student Information Release Authorization](#) and **submit it in person** to the Registrar's Office (with a valid photo ID). If you wish to revoke a FERPA authorization for any individuals you gave access to you must submit a new FERPA request (see FERPA policy [here](#)).

ADDITIONAL CHANGES

(Initial the box[es] for ALL applicable changes for this current term, then complete the required action listed)

Student Initials	CHANGE(S) NEED OR MADE:	COMPLETE THIS ACTION
	I Need to Add or Remove Dependent(s)	Complete Dependent Request
	I Need to Change My Major (Program)	Complete Program of Study Change Request then notify DSO once your major has been changed by Registrar's Office
	I Need a Travel Signature on My I-20	Complete Travel Signature Request
	I Traveled Outside the US Since My Last SEVIS	Provide an updated I-94, <i>Arrival/Departure Record</i> printout
	I Renewed My Passport	Provide color copy of passport ID page with valid expiration date
	I Renewed My F-1 Visa	Provide color copy of your F-1 visa (not applicable to Canadian Students)
	I Changed My Health Insurance Provider	Provide copy of confirmation of new health insurance coverage with effective date and coverage amounts
	My Financial Status Has Change	Complete Recertification of Finances
	I Need to Request a Reduced Course Load (RCL)	Complete RCL Request
	I Need to Request a Program Extension	Complete Program Extension Request
	I Need to Request CPT or OPT	Review required CPT or OPT guidelines then complete the required request forms to apply for employment authorization
	I need to request a SEVIS Transfer Out	If transferring to another SEVP-certified school complete SEVIS Transfer Out Request
	I Have an I-20 Change Request Not Listed	Complete the I-20 Change Request or contact a DSO for further assistance if your change is not listed
	I Need to Request a University Withdrawal	Complete the Student University Withdrawal Request and submit to the Registrar's Office. Complete the Student Departure Form and submit to ISS.

STUDENT CERTIFICATION

I have read, understand, and will follow all immigration regulations applicable to maintaining my F-1 status. I understand that I am responsible for my own immigration status and that failure to comply will adversely affect my ability to continue to study at Florida Poly, future applications for visas, and other immigration benefits.

I understand that I am responsible for reporting any changes to the DSO within 10 days of the change and completing SEVIS Registration every semester no later than 10 days after the first day of classes until program completion.

I will contact my DSO if I need further guidance or have questions pertaining to how to maintain my status.

Student Signature: _____ Today's Date: _____