UNIVERSITY REGISTRAR
FLORIDA POLYTECHNIC UNIVERSITY

SEVIS Registration

(F-1 Students)

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 records of F-1 students studying under the Student Exchange and Visitor Program (SEVP). Designated School Officials (DSO) are responsible for maintaining accurate records and complying with 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 this form by the **Drop/Add deadline** **every 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: Whether your information has changed or not, you must still complete this form. Any additional changes thereafter within 10-days of the change to ISS@floridapoly.edu.

Return completed form to ISS@floridapoly.edu with required documentation, if applicable.

CURRENT STUDENT INFORMATION

Registration Term (TERM YYYY): _____ 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

If on-campus provide correct format for mailing address:

First Name Last Name
4540 Polytechnic Circle, Room# ____
Lakeland, FL 33805

US Street Address: _____

Apt./Room/Unit #: _____ City: _____

State: _____ Zip: _____

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

University Email: _____ Alternate Email: _____

Emergency Contact Information:

Points of contact for emergency situations while studying in the US *(such as, but not limited to, death, severe injury or illness, natural disasters, etc.).*

Full Name: _____ Relationship to Student: _____

Full Address: _____

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

IMPORTANT: *Emergency contacts will be notified in emergency situations; however, if you wish to authorize Florida Poly to legally discuss specific detailed information with your emergency contact or other individuals, 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).*

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ADDITIONAL CHANGES FOR THIS SEMESTER

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

Student Initials	CHANGE(S) NEED OR MADE:	COMPLETE THIS ACTION
	I Need to Add or Remove Dependent(s)	Complete Dependent Request and email to ISS.
	I Need to Change My Major (Program)	Request a program study change with the Registrar's Office; then notify DSO once your major has been changed.
	I Need a Travel Signature on My I-20	Complete Travel Signature Request and email to ISS with date of travel confirmation (i.e., copy of ticket, ticket receipt, or ticket itinerary).
	I Traveled Outside the US	Provide an updated I-94, *Arrival/Departure Record* printout to ISS.
	I Renewed My Passport	Provide color copy of passport ID page with valid expiration date to ISS.
	I Renewed My F-1 Visa	Provide color copy of your F-1 visa to ISS. *(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 to ISS.
	My Financial Status Has Change	Complete Recertification of Finances and submit to ISS with update financial documentation.
	I Need to Request a Reduced Course Load (RCL)	Complete RCL Request and submit to ISS.
	I Need to Request a Program Extension	Complete Program Extension Request for GR or UG and submit to ISS.
	I Need to Request CPT or OPT	Complete the UG CPT, GR CPT.T or OPT course to begin the process to apply.
	I need to request a SEVIS Transfer Out	If transferring to another SEVP-certified school complete SEVIS Transfer Out Request and submit to ISS with acceptance letter/email from new school.
	I Have an I-20 Change Request Not Listed	Please email ISS@floridapoly.edu for assistance.
	I Need to Request a University Withdrawal	Contact the Registrar's Office on the University Withdrawal process and submit the F-1 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 maintaining my status and failure to comply will adversely affect my ability to continue to study, 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/Date: _____