

Broadcast Message: Action required: Check the accuracy of your federal supervisor's information in your SEVIS profile before December 2

To: All SEVIS Government Users

Date: Nov. 1, 2019

Re: Action required: Check the accuracy of your federal supervisor's information in your SEVIS profile before December 2

Number: 1911-02

General Information

Every year the Student and Exchange Visitor Program (SEVP) is legally required to verify that all users of the Student and Exchange Visitor Information System (SEVIS) still require access to carry out the duties of their official role. Starting in December 2019, the annual verification period for government users will be Dec. 2 – March 2, 2020. This is concurrent with school officials' annual verification period. This is the first year SEVP is requiring government users to verify their SEVIS access during this time period. Moving forward, annual verification for all government users will occur during this same time period each year. To prepare for this process, follow the below instructions:

1. Log in to SEVIS.
2. Click **Profile** in the top, right corner of your *SEVIS* page.
3. Review your federal supervisor's information.
4. Update information and **Submit Profile**, if needed.

In 30 days, SEVP will email your supervisor using the email address listed in your SEVIS profile to start the annual verification process. Your supervisor will have until March 2, 2020 to confirm your continued need for SEVIS access. All government users must be verified during this period, even if your supervisor already verified your SEVIS access within the current year.

If your supervisor does not verify your SEVIS access between Dec. 2, 2019, through March 2, 2020, you will lose SEVIS access.

If you have questions or concerns about updating your profile, see the [Create/ Manage Government User Profile PDF](#) on ICE.gov. If you have questions or concerns about the annual verification process, please contact the SEVP Response Center at 703-603-3400 or 800 892 4829, Monday through Friday, from 8 a.m. to 6 p.m. ET, except federal holidays.

Comments

To comment on this Broadcast Message, please email SEVP@ice.dhs.gov with "Broadcast Message 1911-02 Comment" entered in the subject line.

Disclaimer

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