



UNIVERSITY OF MINNESOTA

SEVIS - Student and Exchange Visitor Information System

Questions? Call 4-UOHR, 612-624-8647
or 800-756-2363

General Statement

The Student and Exchange Visitor Information System (SEVIS) is an electronic reporting system that provides the U.S. Department of Homeland Security with information on international students and scholars in the United States who hold F, J, and M visas. Besides information routinely reported on a person's visa documents, other reported information includes academic status, employment and residential address.

Every school, college and university that admits students or scholars on F, J or M visas is mandated to implement SEVIS. With the University's increased responsibility to track and report international visitors on J-1 visas, it is critical that departments provide complete and accurate information about the J-1 visa holder.

A PeopleSoft ID is required to process SEVIS documentation. Departments must create a PeopleSoft record, generating an ID number for each visiting faculty, staff and student on a J-1 visa. Departments are also responsible for creating a PS ID for all eligible J-2 dependents. Departments will subsequently list the ID number(s) on the application for a SEVIS DS-2019 (Certificate of Eligibility for the J-1 Visa) and submit the application to ISSS. A DS-2019 is the document which allows the visitor to apply for a J-1 visa. A DS-2019 cannot be created without a PeopleSoft ID.

Table of Contents

General Statement	1
Table of Contents	2
J-1 Categories	3
J-1 Scholar Application Process.....	4
Two Types of IDs for a J-1 Visiting Scholar.....	4
Creating an ID for J-1 Visiting Scholars	5
J-2 Dependents	14
Changing the Primary Name of a J-1 or J-2 in PeopleSoft.....	15
Access to University Privileges for J1 visiting Scholars – Non-Employees	16
Resources	17

J-1 Categories

The J-1 is an Exchange Visitor Visa. The University of Minnesota is authorized to offer five J-1 categories: Student, Student-Intern, Professor, Research Scholar, and Short-term Scholar. These are individuals who are coming to the U of M to study, do research, teach a course, receive training, etc. For more information on J-1 visa status go to <http://www.isss.umn.edu/J/>

J-1 Scholar Categories

- **Professor** – Primarily teaching, lecturing, observing and may conduct research. The minimum stay in the U.S. is 3 weeks, maximum is 5 years.
- **Research Scholar** – Primarily conducting research, observing and may also teach or lecture. The minimum stay in the U.S. is 3 weeks, maximum is 5 years.
- **Short-term Scholar** – Person with similar education to professor/research scholar coming for short-term visit primarily for lecturing, observing, training, etc. No minimum stay is required. Maximum stay in U.S. is 6 months.

***Note:** The minimum education for the above three scholar categories must be a Bachelor's degree or the international equivalent.*

Student-Intern

- Individual enrolled in a course of study at a post-secondary (or higher) accredited educational institution abroad who is in the U.S. to receive training in his or her major field of study. Maximum stay in U.S. is 12 months per educational level. (There are more similarities to Scholar categories than to Student.)

Student

- J-1 student is an individual who is studying in the U.S., and pursuing a full course of study at a secondary accredited education institution. For more information on J-1 student eligibility and employing J-1 students, go to:
 - J-1 Student
<http://www.isss.umn.edu/Departments/j1stdvisa.html>
 - Work Options for Students on a J-1 Visa
<http://www.isss.umn.edu/jstudent/JStworkoption.html>

J-1 Scholar Application Process

The three J-1 Scholar categories for visiting staff and faculty, Professor, Research Scholar and Short-term Scholar, are referred to as “*Visiting Scholars*” in this business process.

The complete procedures to sponsor a visiting scholar on a J-1 visa can be found at:

<http://www.isss.umn.edu/Departments/JVisa.html>

1. When the sponsoring department/program invites a foreign national to become a visiting scholar, the department must apply for a DS-2019 from ISSS.
www.isss.umn.edu/forms/j1forms.html
2. The sponsoring department is required to create a PS ID (and an ID for any accompanying J-2 dependents.) The application for the DS-2019 requires a PS ID and cannot be processed without an ID.

Two Types of IDs for a J-1 Visiting Scholar

There are two types of PeopleSoft IDs that can be created for J-1 Visiting Scholars; 1) Personal Information only and 2) Personal Information with a Job Record. The appropriate type of record depends on the individual's relationship with the University.

1. Personal Information Only

- **Create a PS ID**
[*Campus Solutions*](#) > [*Campus Community*](#) > [*Personal Information*](#) > [*Add/Update a Person*](#)
- **NO Job Record**
J-1 Visiting Scholars who are not paid wages through the University do not have an employment relationship with the University. As such, a job record should not be created for these individuals.*
- **Access to University Privileges**
No access to University privileges unless sponsored by departments. (See page 16).

2. Personal Information plus Job Record

- **Create a PS ID and Job Record**
[*Workforce Administration*](#) > [*Personal Information*](#) > [*Add a Person*](#)
- **Receives access to University Privileges** (see page 16).

***NOTE:** In some cases, J-1's who are not employees can receive funds for **expenses only**. This type of payment does NOT constitute an employment relationship therefore should not have a job record. For more information on how to process expenses for a J-1, go to:
<http://humanresources.umn.edu/payroll-administration/international-students-scholars-visitors>

Creating an ID for J-1 Visiting Scholars

It is possible to create an ID before an individual arrives in the U.S. by entering a minimum amount of personal information through Campus Solutions. If the individual will be an employee, an EmplID should be created through Workforce Administration so an employment relationship can be established. If a J-1 Visiting Scholar later becomes an employee, a job record should be established on their already existing ID.

Search/Match

Conducting a thorough Search/Match is a critical function in preventing duplicate ID's. Duplicate records can have a great adverse impact for the individual and are complicated and costly to reconcile, this is especially true regarding SEVIS data.

A search may be initiated in PS in two places:

1. Campus Community > Personal Information > Search/Match
2. Workforce Administration > Personal Information > Search for People

NOTE: Both menu paths lead to the same search information.

The following has been determined to be the most comprehensive search strategy:

1. **Partial Last, Partial First**: Searching by partial last and partial first names will provide more search results for those people with similar names.
2. **Social Security Number only**: If the partial name search does not yield results, clear all fields and input the SSN. (Note: Visiting Scholars may not have a SSN, so it is not advisable to use the SSN as primary search criteria.)

Additional hints to the Search/Match process:

- **Always** confirm an individual's SSN and date of birth on the Search Results before selecting the ID.
- **Always** watch for any matching birthdates when receiving multiple possibilities.
- **Be sure** to compare addresses on each ID.
- **Never** ignore the system warning "**WARNING: Potential duplicates were found - this person may already exist in the database.**" Always investigate before saving the record.
- If a duplicate record is identified, report it immediately to the OHR Call Center at 612/625-2016.

Creating an ID Without a Job Record

It is critical that the name entered into the system is exactly as it appears on all identification documents (i.e. passport, DS-2019, and Social Security Card). If there are discrepancies, contact the J-1 Visiting Scholar to determine the correct name. Stress the importance of accuracy and consistency to all potential visiting scholars and dependents.

NOTE: Due to separate HR and Student databases, it is necessary to create an ID without a job record through Campus Solutions not Workforce Administration.

Campus Community > Personal Information > Add/Update a Person

Navigation: Favorites > Main Menu > Campus Community > Personal Information > Add/Update a Person

UNIVERSITY OF MINNESOTA CSRPD

Add/Update a Person

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

ID:

Campus ID:

National ID:

Last Name:

First Name:

Include History Correct History

Limit the number of results to (up to 300):

[Basic Search](#)

Click "Add a New Value".

Add/Update a Person

ID:

Click "Add".

Biographical Details


Favorites ▾ Main Menu ▾ > Campus Community ▾ > Personal Information ▾ > Add/Update a Person

UNIVERSITY OF MINNESOTA CSPRD

Biographical Details Regional

NEW

Person Information

Effective Date: 


*Format Using: English [Change Format](#)

Prefix:


First Name: Middle Name:


Last Name:

Suffix:



Date of Birth:  Birth Information Campus ID:



Biographical History [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date: 

*Marital Status: As of: 

*Gender:

National ID [Personalize](#) | [Find](#) |  |  First 1 of 1 Last

*Country	*National ID Type	National ID	Primary	
USA 	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>	
Add				

Enter the following information:

- **Effective Date** - leave at default, this should be the date of entry into PS
- **First Name** - if none, enter a "FNU"
- **Middle Name** - if none, leave blank
- **Last Name** - if single name, enter in the Last name field*
- **Date of Birth**
- **Birth Information**
 - Birth Location - City of Birth
 - Birth Country – (click on the spyglass. Do not enter data manually.)
- **Gender**
- **Social Security Number:** enter if known.

*If there is only one name listed on the documentation, ALWAYS enter it into the Last Name field and enter "FNU" (First Name Unknown) into the First Name field.

Addresses

For accurate mail delivery and X.500 processing, it is important that departments enter addresses correctly. Review “Address Entry and Maintenance” for instructions on entering and formatting addresses: <http://hrms.umn.edu/>

The screenshot shows the 'Contact Information' form in SEVIS. On the left, there are dropdown menus for '*Address Type' (set to 'Mailing'), 'Effective Date', '*Status' (set to 'Active'), and 'Country' (set to 'USA'). Below these is an 'Address' field with an 'Edit Address' link. On the right, there are sections for 'Phone' and 'Email'. The 'Phone' section has fields for '*Type', '*Phone', 'Ext', and 'Country', with a 'Preferred' checkbox and an 'Add' button. The 'Email' section has fields for '*Type' and '*Email Address', with a 'Preferred' checkbox and an 'Add' button. At the bottom right, there are links for 'Visa/Permit Data' and 'Citizenship'. A navigation bar at the top includes 'Addresses', 'Find | View All', and 'First 1 of 1 Last'.

- **Email Address** – if known
- **Address Types**
 1. **Mailing** – (required for SEVIS)
IMPORTANT NOTE: a Mailing Address is required however one should NOT be added until AFTER a scholar has arrived in the United States. (DS-2019 documents cannot be processed if a Mailing address exists prior to submission of the application to ISSS. Entering a Mailing address will delay the scholar’s application. If your department needs an address, please use the Home or Foreign address type.)
Effective Date: leave at default.
Status: leave at default.
Country: leave at default (USA is correct).
Click “Edit Address” and input the address.
 2. **Campus Office Location** - (where the J1 will be conducting their activity).
Effective Date: leave at default.
Status: leave at default.
Country: leave at default (USA is correct).
Click “Edit Address” and input the address. Return to Contact Information, click on the “+” to add other addresses.
 3. **Foreign Address – Intl Only**
Effective Date: leave at default.
Status: leave at default.
Country: Click on the spy glass to choose the correct country code. (Do not enter manually).
Click “Edit Address” and input the address. Return to Contact Information, click on the “+” to add other addresses.

NOTE: J-2 Dependents should NOT have a “Campus Office Location”, but they should have a “Mailing” address.

Citizenship

Citizenship is a critical data field for ISSS tracking. The “Citizenship” link is found at the bottom of the Biographical Details page.

The screenshot shows the 'Citizenship Detail' form. At the top, there's a search bar for 'Citizenship/Passport' with 'USA' and 'United States' entered. To the right, there's a 'Find | View All' link and navigation buttons 'First', '1 of 1', and 'Last'. Below this is a dropdown menu for 'Citizenship Status' currently set to 'Alien Temporary'. The 'Passport Information' section below has several input fields: 'Passport Number', 'Issue Date', 'Expiration Date', 'Country', 'State', 'City', 'Issuing Authority', and 'Comment'. At the bottom of the form are 'OK', 'Cancel', and 'Refresh' buttons.

Departments should enter only the Country and Citizenship Status. (Note: Do NOT enter data in the Passport Information area. Only Central Payroll may enter information in the Passport Information section. View Access to the Visa Permit Data is only available through Workforce Administration.)

Country One (required):

- **Country** – USA. (The first citizenship status row is always USA.)
- **Citizenship Status** – choose “Alien Temporary”.
- **Passport Information** – leave blank. This will be completed centrally.

Country Two (required):

Enter a second Country by clicking on “+” within the Citizenship/Passport section.

- **Country** - choose the Nonresident Alien’s home country from the country drop-down menu.
- **Citizenship Status** – leave blank. (Most often, the citizenship status of the person to their home country is not known, so leave it blank.)
- **Passport Information** – leave blank. This will be completed centrally.

Click OK then click SAVE on the Biographical Details page.

Creating an ID with a Job Record

Workforce Administration > Personal Information > Biographical > Add a Person

Person ID NEW

Add Person

Search for Matching Persons

Click “Add the Person”. (Choose “Search for Matching Persons” first if a Search for People has not been done.)

Biographical Details

Biographical Details

Person ID NEW

Name

*Effective Date

*Format Type English

Display Name

Add Name

Biographic Information

Date of Birth

Birth Country USA

Birth State

Birth Location

Biographical History

*Effective Date

*Gender Unknown

*Highest Education Level A-Not Indicated

*Marital Status Unknown

Language Code

Alternate ID

National ID

*Country USA

*National ID Type Social Security Number

National ID

Primary ID

Click “Add Name”

- **First Name** - if none, enter FNU*
- **Middle Name** - if none, leave blank
- **Last Name** - if single name, enter the name in the Last name field*
- **Date of Birth**
- **Birth Information**
 - Birth Location - City of Birth
 - Birth Country – (click on the spyglass. Do not enter data manually.)
- **Gender**
- **Social Security Number:** enter if known.

*If there is only one name listed on the documentation, ALWAYS enter it into the Last Name field and enter “FNU” (First Name Unknown) into the First Name field.

Contact Information

It is critical for mail delivery and X.500 processing that addresses be entered correctly. Review the “Address Entry and Maintenance” for formatting addresses: <http://hrms.umn.edu/>

Required Address Types:

1. **Home** – required for employees.
2. **Campus** – required for employees. (Use the spyglass to select the correct Location Address Name or Campus Mail Delivery Code.)
3. **Mailing** - required for SEVIS reporting.
4. **Foreign Address – Intl Only**

The screenshot shows the 'Contact Information' tab in the HRMS system. At the top, there are navigation tabs: 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. Below these is a header for 'Empl ID NEW'. The main content area is divided into four sections: 'Current Addresses', 'Phone Information', 'Email Addresses', and 'Instant Message IDs'. Each section has a 'Personalize | Find | View All' menu and a 'First 1 of 1 Last' navigation. The 'Current Addresses' section contains a table with columns: 'Address Type', 'As Of Date', 'Status', and 'Address'. A row is visible with 'Home' as the address type and 'A' as the status. To the right of this row is an 'Add Address Detail' link and two small buttons, '+' and '-'. Two arrows point to these buttons. The 'Phone Information' section has columns for '*Phone Type', 'Telephone', 'Extension', and 'Preferred'. The 'Email Addresses' section has columns for '*Email Type', '*Email Address', and 'Preferred'. The 'Instant Message IDs' section has columns for '*IM Protocol', '*IM Domain', '*Network ID', and 'Preferred'. Each section also has a '+ -' button at the bottom right.

Click “[Add Address Detail](#)”

The screenshot shows the 'Address History' dialog box. At the top, it says 'Address Type Home'. Below that is a search bar with 'Find' and 'First 1 of 1 Last' navigation. The main area contains three input fields: '*Effective Date' with a calendar icon, 'Country' with a value of 'USA' and a spyglass icon, and '*Status' with a value of 'A' and a spyglass icon. Below these fields is an 'Add Address' link with an arrow pointing to it. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Refresh'.

- **Effective Date** - leave at default
- **Country** - USA is the default. (“Foreign Address-Intl Only” - click on the spyglass and find the correct country code. Do not enter manually.)
- **Status** - leave at default

Click “[Add Address](#)” and input the address. Go back to the Contact Information page, click on the “+”, choose the correct address type from the drop down menu and repeat the process to add the other three addresses.

Regional

The screenshot shows the 'Regional' tab in the SEVIS system. At the top, there are navigation tabs: 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. Below these is a 'Person ID NEW' label. The main content area is divided into several sections:

- Ethnic Group:** This section has a search bar with 'USA' entered. Below it, there are fields for 'Regulatory Region' (set to 'USA') and 'Ethnic Group'. A dropdown menu is open, showing 'United States of America'. A 'Primary' checkbox is also present.
- History:** This section contains fields for 'Effective Date', 'Date Entitled to Medicare', 'Citizenship (Proof 1)', and 'Citizenship (Proof 2)'. There is also a checked checkbox for 'Eligible to Work in U.S.'.
- Veteran:** This section has a 'Military Status' dropdown menu and fields for 'Military Discharge Date' and 'Edit Discharge Date'.
- Smoker History:** This section has a table with columns for '*Smoker' and '*As of'. The first row shows '1' in the '*Smoker' column.

- **Regulatory Region** - leave at default. USA is correct.
- **Ethnic Group** – if known, choose a category from the dropdown menu and click “Primary”.
- **History section**– leave blank.

Organizational Relationships

The screenshot shows the 'Organizational Relationships' tab in the SEVIS system. At the top, there are navigation tabs: 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. Below these is a 'Person ID NEW' label. The main content area is titled 'Choose Org Relationship to Add' and contains:

- Three checkboxes: 'Employee' (checked), 'Contingent Worker', and 'Person of Interest'. An arrow points to the 'Employee' checkbox.
- An 'Empl Record' field with the value '0'.
- An 'Add Relationship' button. An arrow points to this button.

Select the “Employee” checkbox and click the “Add the Relationship” button. The screen will navigate to Job Data in Workforce Administration where the job record can be created.

WAIT! See page 9 for Citizenship details.

Citizenship can only be entered through Campus Community. Remember, it is the responsibility of the department to enter citizenship on all employees. It is especially critical that citizenship data exist in PS for J-2 Visiting Scholars as required by ISSS and Homeland Security regulations.


Creating a Job Record on an Existing ID

Workforce Administration > Job Information > New Employment Instance

Favorites > Main Menu > Workforce Administration > Job Information > Add Employment Instance

UNIVERSITY OF MINNESOTA HRPRD

Add Employment Instance

Empl ID  ←

Empl Record

←

Type in the EmplID and click “Add Relationship”.

The screen will navigate to Job Data in Workforce Administration where the job record can be created. Once in Job Data, enter all the appropriate job information and save the record.

J-2 Dependents

SEVIS requires J-2 dependents have his or her own DS-2019, so a PS ID should be created for each dependent. It is the responsibility of the sponsoring department to create a PS ID for each J-2 Dependent. (See pages 6-9.)

J-2 Dependents

<http://www.isss.umn.edu/j2visa.html>

A J-2 dependent may accompany the J-1 Visiting Scholar when the J-1 enters the U.S., or the J-2 dependent may join the J-1 at a later date.

1. Dependent accompanying J-1 on initial entry
J-2 dependents may accompany the J-1 visitor when first starting his or her J-1 program. The J-2s' DS-2019(s) must be requested along with the J-1's initial DS-2019 application. Each J-2's information must be provided in the UMN [Department Request for DS-2019](#), which is submitted to ISSS by the J-1's UMN hosting department.
2. Dependent joining J-1 at a later date.
If J-2 dependent(s) will join the J-1 visitor after his or her J-1 program has started, the J-1 should download and complete the [J-2 Dependent DS-2019 Request form](#). Once completed, the J-1 should meet with an advisor at ISSS to submit the application and additional documentation as requested on the application.

Employment of J-2 Dependents

<http://www.isss.umn.edu/j2visa.html>

1. J-2 dependents are required to apply for employment authorization from Department of Homeland Security (DHS) to be eligible for any type of employment in the U.S. This application process requires forms listed under "J-2 Work Permission".
<http://www.isss.umn.edu/forms/j2forms.html>
2. J-2 dependents are eligible to apply to DHS for employment authorization as long as the employment is not for the purpose of supporting the J-1.

Changing the Primary Name of a J-1 or J-2 in PeopleSoft

To comply with US government reporting requirements, it is ESSENTIAL that the name entered in PeopleSoft be consistent with the name appearing on both the foreign national's passport and social security card.

Differences in a foreign national's name on their passport and social security card may result in significant consequences to the individual and possible fines for the University. These inconsistencies will cause delays in document processing that may affect a foreign national's ability to enter and/or stay in the U.S. Name discrepancies in PS are likely to cause duplicate records as well.

If names on the passport and the Social Security card do not match, the individual can apply for a name correction to their social security card by visiting any Social Security Administration office, <http://www.ssa.gov/cardcenters/cardcenterinfo.html>

When the individual receives a new card or if the department can verify that the name was entered incorrectly into PS, the department should enter the correct name through Campus Community.

IMPORTANT NOTE: the name should NEVER be changed in PS until the department can verify the name on the social security card. (A passport can be used if the individual does not have a SSN.)

Campus Community > Personal Information > Add/Update a Person > Names

The screenshot shows the 'Names' section of the PeopleSoft interface. At the top, there is a 'Current Names' table with columns: Name Type, Name, Effective Date, Status, Updated By, Updated, and Name History. The table lists 'Primary' and 'Preferred' names. Below the table is the 'Add/change a name' form. The form includes a dropdown for 'Type of Name' (set to 'Primary'), an 'Effective Date' field, a 'Status' dropdown (set to 'Active'), a '*Format Using' dropdown (set to 'English'), a 'Prefix' dropdown, 'First Name', 'Middle Name', 'Last Name', and 'Suffix' fields. There are also 'Display Name', 'Formal Name', and 'Name' labels. At the bottom of the form are 'Submit' and 'Reset' buttons. Below the form are 'OK', 'Cancel', and 'Refresh' buttons.

- **Type of Name:** Primary
- **Effective Date:** leave at default. (The day it was entered into PS.)
- **First, Middle, Last names:** enter correct name(s)

Click "submit", "OK" and save the record.

Remember: PeopleSoft requires a First and Last name to save the record. If there is only one name listed on the documentation, it should ALWAYS be entered into the Last Name field, and "FNU" (First Name Unknown) should be entered into the First Name field.

Access to University Privileges for J1 Visiting Scholars – Non-Employees

If a department would like a J-1 Visiting Scholar who is not an employee to have access to email/internet accounts, U Card privileges, building access or library services, departments may “sponsor” services for the J-1 Visitor as long as that individual provides a service or function that directly impacts University students, faculty or staff. **The sponsored services are available at cost to the departments.**

- **Email/Internet (x.500) Accounts**
<https://it.umn.edu/internet-accounts-passwords>
- **U Card**
<http://ucard.umn.edu/>
- **Building Access**
www.facm.umn.edu
- **Library Access**
<http://www.lib.umn.edu/services/visitors>
- **One Stop**
<http://onestop.umn.edu/index.html>

Resources

International Student and Scholar Services (ISSS)

www.issv.umn.edu

ISSS Forms

www.issv.umn.edu/forms

ISSS-Information for Departments

<http://www.issv.umn.edu/Departments/depindex.html>

SEVIS Guidelines for J-1 Scholar and Their Dependents

http://www.issv.umn.edu/jscholar/J_SEVIS_Scholar.html

UMN Department Request for SEVIS DS-2019 (application)

www.issv.umn.edu/forms/j1forms.html

Instructions for Department Request for DS-2019 for Newly Arriving Scholars

<http://www.issv.umn.edu/Departments/InstProspectJ1Scholar.html>

Application for a SEVIS DS-2019 for Continuing Scholars

www.issv.umn.edu/forms/j1forms.html

Human Resource Management System

<http://humanresources.umn.edu/supervising-u/hrms-training-resources>

Payroll Forms for International Students, Scholars and Visitors

<https://humanresources.umn.edu/payroll-administration/international-students-scholars-visitors>

Visa Status Requirements for Short-term International Visitors (Payroll)

<https://humanresources.umn.edu/paying-nonresident-alien-contractorspayees/visa-status-requirements-short-term-international>