



UNIVERSITY OF MINNESOTA

## SEVIS - Student and Exchange Visitor Information System

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

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### 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.

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## **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.iss.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.iss.umn.edu/Departments/j1stdvisa.html>
  - Work Options for Students on a J-1 Visa  
<http://www.iss.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.iss.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.iss.umn.edu/forms/j1forms.html](http://www.iss.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*

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

UNIVERSITY OF MINNESOTA CSPRD

### Add/Update a Person

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

Find an Existing Value Add a New Value

Search Criteria

ID: begins with  
Campus ID: begins with  
National ID: begins with  
Last Name: begins with  
First Name: begins with

Include History  Correct History

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

Search Clear Basic Search Save Search Criteria

Click "Add a New Value".

### Add/Update a Person

Find an Existing Value Add a New Value

ID: NEW

Add

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 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. It features a 'Phone' section with columns for \*Type, \*Phone, Ext, Country, and Preferred. Below this is an 'Email' section with columns for \*Type, \*Email Address, and Preferred. On the left, there are fields for \*Address Type (set to Mailing), Effective Date, \*Status (set to Active), Country (set to USA), and Address (with an 'Edit Address' link). A '+ -' button is used to add or remove entries. At the bottom right, there are links for 'Visa/Permit Data' and 'Citizenship'. Arrows point to the '+ -' button and the 'Citizenship' link.

- **Email Address** - if known
- **Address Types**
  1. **Mailing** - (required for SEVIS)  
**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.
  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.

**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. It has two main sections: 'Citizenship/Passport' and 'Passport Information'.  
- In the 'Citizenship/Passport' section, the '\*Country:' field is set to 'USA' and the 'Citizenship Status:' dropdown is set to 'Alien Temporary'.  
- The 'Passport Information' section contains several empty input fields: '\*Passport Number:', 'Issue Date:', 'Expiration Date:', 'Country:', 'State:', 'City:', 'Issuing Authority:', and 'Comment:'.  
- Navigation controls include 'Find | View All', 'First', '1 of 1', and 'Last' buttons.  
- 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](#)

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

### Biographical Details

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. The 'Current Addresses' section contains a table with the following data:

Address Type	As Of Date	Status	Address
Home	06/12/2015	A	

Below the table is an 'Add Address Detail' button. Arrows point to this button and a '+' button in the table's footer.

Click “[Add Address Detail](#)”

The 'Address History' dialog box is shown with the following fields:

- \*Effective Date: [ ]
- Country: USA
- \*Status: A

An 'Add Address' button is highlighted with an arrow. At the bottom are 'OK', 'Cancel', and 'Refresh' buttons.

- **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, the 'Person ID' is 'NEW'. A dropdown menu shows 'USA' with a flag icon. The 'Ethnic Group' section has a 'Regulatory Region' dropdown set to 'USA' (with an arrow pointing to it) and an 'Ethnic Group' dropdown set to 'United States of America' (with an arrow pointing to it). There is a 'Primary' checkbox. The 'History' section has fields for 'Effective Date', 'Date Entitled to Medicare', 'Citizenship (Proof 1)', and 'Citizenship (Proof 2)', along with a checked 'Eligible to Work in U.S.' checkbox. The 'Veteran' section has a 'Military Status' dropdown and 'Military Discharge Date' and 'Edit Discharge Date' fields. The 'Smoker History' section has a table with columns '\*Smoker' and '\*As of', and a table with a single row containing '1' and a date field.

- **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, the 'Person ID' is 'NEW'. The main section is titled 'Choose Org Relationship to Add'. It contains three checkboxes: 'Employee' (checked with an arrow pointing to it), 'Contingent Worker', and 'Person of Interest'. Below these is an 'Empl Record' field with the value '0'. At the bottom, there is an 'Add Relationship' button with an arrow pointing to it.

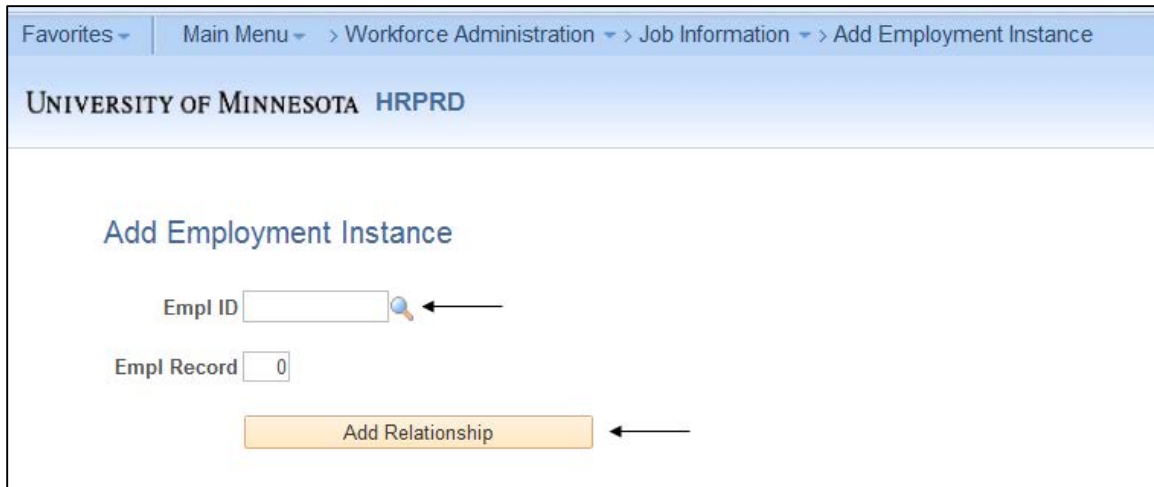
Select the “Employee” checkbox and click the “Add the Relationship” button. The screen will navigate to Job Data in Workforce Administration where the job record can be created.

**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



The screenshot shows the 'Add Employment Instance' form in the HRMS system. The breadcrumb trail at the top reads: Favorites > Main Menu > Workforce Administration > Job Information > Add Employment Instance. Below the breadcrumb trail is the header 'UNIVERSITY OF MINNESOTA HRPRD'. The main heading of the form is 'Add Employment Instance'. There are two input fields: 'Empl ID' with a search icon and an arrow pointing to it, and 'Empl Record' with the value '0'. Below these fields is an orange button labeled 'Add Relationship' with an arrow pointing to it.

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.iss.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.iss.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.iss.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 displays the 'Names' management interface in PeopleSoft. At the top, there is a table titled 'Current Names' with columns for Name Type, Name, Effective Date, Status, Updated By, Updated, and Name History. Two entries are shown: a Primary name 'Lisa Krueger' with an effective date of 08/12/1988 and an Active status, and a Preferred name 'Lisa Krueger' with the same effective date and Active status. Below the table is a form section titled 'Add/change a name'. This form includes a dropdown for 'Type of Name' (set to Primary), an 'Effective Date' field, a 'Status' dropdown (set to Active), and a '\*Format Using' dropdown (set to English). There are also fields for 'Prefix', 'First Name', 'Last Name', 'Middle Name', and 'Suffix'. 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](http://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.issss.umn.edu](http://www.issss.umn.edu)

### **ISSS Forms**

[www.issss.umn.edu/forms](http://www.issss.umn.edu/forms)

### **ISSS-Information for Departments**

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

### **SEVIS Guidelines for J-1 Scholar and Their Dependents**

[http://www.issss.umn.edu/jscholar/J\\_SEVIS\\_Scholar.html](http://www.issss.umn.edu/jscholar/J_SEVIS_Scholar.html)

### **UMN Department Request for SEVIS DS-2019 (application)**

[www.issss.umn.edu/forms/j1forms.html](http://www.issss.umn.edu/forms/j1forms.html)

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

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

### **Application for a SEVIS DS-2019 for Continuing Scholars**

[www.issss.umn.edu/forms/j1forms.html](http://www.issss.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**

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

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

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