

<b>SUBJECT:</b> SEVIS Compliance	<b>Effective Date:</b> 7-13-05	<b>Policy Number:</b> 4-300	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> Dean of Graduate Studies and Assistant Vice President for Continuing Education		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all university departments and units.

**POLICY STATEMENT:**

The University of Central Florida complies with all federal statutory and regulatory requirements related to international students with F-1 visas and their dependents and related to international students and scholars with J-1 visas and their dependents, including compliance with the requirements to participate in the Student and Exchange Visitor Information System (“SEVIS”) established by the United States Immigration and Customs Enforcement office.

The International Services Center is responsible for implementing, disseminating, and maintaining specific policies and procedures regarding international students and scholars teaching, doing research, or enrolled in degree programs at the university. The policies and procedures of the International Services Center may be reviewed at [www.intl.ucf.edu](http://www.intl.ucf.edu). Any department or unit wanting information about the policies, procedures, or their interpretation should consult the Web site for the latest current information. The procedures address admissions support, immigration sessions, maintenance of visa status, and employment benefits as they relate to F-1 international students and J-1 international students and scholars teaching, doing research, or enrolled in degree programs at the university, along with restrictions governing F-2 and J-2 dependents of those students and scholars. For every semester in which an F or J visa holder is enrolled, a service fee will be added to the student’s or scholar’s fee invoice.

The Center for Multilingual Multicultural Studies, a unit within the Division of Continuing Education, is responsible for implementing, disseminating, and maintaining specific policies

and procedures regarding international students who come to the university for non-credit second language study. Any department or unit wanting information about the policies, procedures, or their interpretation should contact the Center for Multilingual Multicultural Studies for further detail.

The University of Central Florida is required to regulate only F and J visas. Holders of other visas are responsible for regulating their activities at the university to ensure maintenance of their status.

#### DEFINITIONS:

SEVIS. The Student and Exchange Visitor Information System is the federal Internet-based computer system that enables schools and program sponsors to transmit electronic information and event notifications to the Department of Homeland Security and the Department of State throughout the stay of a foreign or exchange student in the United States. SEVIS is designed to assist the legitimate entrance of foreign aliens to study in the United States while guarding against the abuse of international student status.

I-20. The I-20 is the federal immigration form used by an international student wishing to study at an educational institution in the United States under an F visa. The I-20 is issued by the University of Central Florida for international students who will be studying in a degree program at the university.

DS-2019. The DS-2019 is the federal immigration form used by an international scholar wishing to study, research, or teach at an educational institution in the United States under a J visa. The DS-2019 is issued by the University of Central Florida.

#### BACKGROUND INFORMATION:

*International Students and Scholars.* The International Services Center has university authority in maintaining specific policies related to international students and scholars with F-1 and J-1 visas and their dependents with F-2 and J-2 visas, when the students and scholars are at the university. These policies and procedures apply to international F-1 and J-1 students, J-1 scholars, and F-2 and J-2 dependents at the University of Central Florida who have been issued a SEVIS I-20 from the International Services Center. The International Services Center is responsible for disseminating these policies to F and J visa holders and regulating their compliance with them. In addition, the International Services Center is responsible for maintaining immigration records and monitoring compliance in accordance with both these policies and immigration guidelines for all F-1 students who have been issued SEVIS I-20s for a

degree program at the university, as well as their dependents, and for all J-1 students and scholars who have been issued a SEVIS DS-2019 form from the university, as well as their dependents.

*Non-Enrolled International Students.* International students with F visas who have been issued a SEVIS I-20 from the Center for Multilingual Multicultural Studies are monitored by the Center for Multilingual Multicultural Studies unless and until they enroll at the university. The Center for Multilingual Multicultural Studies issues SEVIS I-20s for non-credit second language learning only, and it is responsible for disseminating F-1 regulations to those students, maintaining immigration records on those students, and monitoring compliance by those students with the federal SEVIS and immigration regulations.

#### CONTACTS:

For questions regarding SEVIS policies and procedures for international students and scholars enrolling in degree programs, contact the International Services Center at (407) 823-2337.

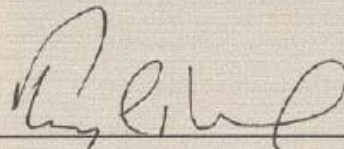
For questions regarding SEVIS policies and procedures for international students participating in non-credit second language programs, contact the Center for Multilingual Multicultural Studies at (407) 823-5515.

INITIATING AUTHORITY: Provost and Executive Vice President

**POLICY APPROVAL**  
**(For use by the Office of the President)**

Policy Number: 4-300

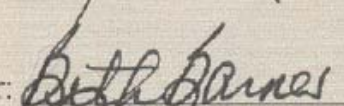
Initiating Authority: \_\_\_\_\_



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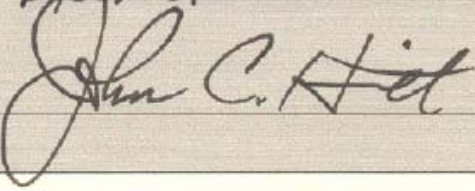
Policies and Procedures  
Review Committee Chair: \_\_\_\_\_



Date: \_\_\_\_\_

July 27, 2005

President or Designee: \_\_\_\_\_



Date: \_\_\_\_\_

7/28/05