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## Overview

The Student and Exchange Visitor Information System (SEVIS) is a federal database and subject to the Federal Information Security Management Act (FISMA). FISMA requires annual verification that all users of a federal system still need and have authority to access it.

To comply with FISMA, government supervisors must annually verify that a user:

- Is still employed at the same federal government agency.
- Requires continued access to SEVIS in the current role.

**SEVP strongly encourages federal supervisors of SEVIS government users to complete the verification process as soon as possible after receiving the verification request email. The process is easy. There is no value to postponing the task.**



## Annual Verification Period and Key Facts

Date	What Happens
<b>Frequency of Verification</b>	Annually
<b>Length of Verification Period</b>	90 Days: <ul style="list-style-type: none"> <li>• December 2 to March 2</li> <li>• Deadline is March 2 at 11:59 PM (ET)</li> </ul>
<b>November 2</b>	<b>30 Days before Annual Verification begins:</b> SEVIS government user receives email reminder of upcoming annual verification and is told to confirm the information in their SEVIS user profile.
<b>December 2</b>	<b>Annual User Verification period begins:</b> <ul style="list-style-type: none"> <li>• Government user sees Annual Verification reminder banner upon login to SEVIS. (Banner disappears when supervisor verifies user.)</li> <li>• Federal supervisor receives email of verification requirement with link to access the verification page.</li> </ul> <b>Note:</b> Federal supervisors will receive reminder emails 45, 30, 15, and 5 days before the end of annual verification, or until they have completed annual verification for all their SEVIS-using employees.
<b>March 2</b>	<ul style="list-style-type: none"> <li>• Government user can still access SEVIS.</li> <li>• Verification deadline at 11:59 PM (ET).</li> </ul>
<b>March 3</b>	<b>Annual Verification Grace Period begins:</b> <ul style="list-style-type: none"> <li>• Federal supervisor can still verify SEVIS users.</li> <li>• Government users lose SEVIS access and can only update their profile and change supervisor information.</li> </ul>
<b>April 2</b>	<b>Annual Verification Grace Period ends:</b> <ul style="list-style-type: none"> <li>• Last day that government users can update their SEVIS profile and change supervisor information.</li> <li>• Government supervisor has until 11:59 PM EST to verify SEVIS users, or users will lose access.</li> </ul>
<b>April 3</b>	<ul style="list-style-type: none"> <li>• SEVIS deletes the government user’s profile and role.</li> <li>• SEVIS emails both government user and supervisor that the government user’s access has been revoked.</li> </ul>



## Basic Verification Process

On December 2, the SEVIS user's federal supervisor will receive an email explaining:

- SEVIS annual verification process.
- Supervisor has employees with access to SEVIS who must be verified.

The email will have a link to the supervisor's *SEVIS Annual Verification* page.

From: SEVIS <sevis@ice.dhs.gov>  
Sent: December 2, 2019 8:00 AM  
To: Doe, John <Jdoe@government.supervisor.gov>  
Subject: Annual Verification for Continued SEVIS Access  
Importance: High

\*\*\* DO NOT RESPOND TO THIS E-MAIL \*\*\*

The Student and Exchange Visitor Information System (SEVIS) is a federal database and subject to the Federal Information Security Management Act (FISMA). FISMA requires annual verification that all users of a federal system still need and have authority to access it.

To comply with FISMA, government supervisors must annually verify that users are still employed at the same federal government agency and require access to SEVIS in their current role.

SEVIS lists you as the federal supervisor for one or more SEVIS users. As supervisor, you must confirm their need for continued SEVIS access.

- \* Deadline: 11:59 PM EST on March 2, 2020.
- \* Consequence of not verifying: Users will lose SEVIS access, if they are not verified.

To view the users who list you as their supervisor and to complete verification:

1. Click the link at the end of this message. The verification page will open.
2. Review the list of users.
3. Click the radio button that describes the SEVIS user's situation:
  - a. User needs continued access: You supervise this person AND the user needs SEVIS access. The user will retain SEVIS access.
  - b. User does not need continued access to SEVIS: You supervise this person AND the user no longer needs SEVIS access. The user will lose SEVIS access.
  - c. I do not supervise this person: You are not this user's supervisor.

Note: Government users who lose SEVIS access, but still need access for their duties, must follow the SEVIS Access Instructions on ICE.gov (<https://www.ice.gov/sevis/sevis-application-instructions-all-users>) to restart the SEVIS account creation process and regain access.

Click <http://10.1.1.111/ice/sevis/sevis-application-instructions-all-users?sevis-supervisor> to begin the SEVIS annual verification process.

SEVIS Help Desk  
1-800-892-4829

To complete the annual verification process, the supervisor must:

1. Click the link at the bottom of the verification email. The *Annual Verification for Government User* page opens.



### Annual Verification for Government User

Required fields are marked with an asterisk (\*)

Verification Due Date: **March 2, 2020 (90 days left)**

The Student and Exchange Visitor Information System (SEVIS) is a federal database and subject to the Federal Information Security Management Act (FISMA). FISMA requires annual verification that all users of a federal system still need and have authority to access it.

To comply with FISMA, government supervisors must annually verify that users are still employed at the same federal government agency and require access to SEVIS in their current role.

You are listed in SEVIS as the federal supervisor for the user(s) listed below. As supervisor, you must confirm their need for continued SEVIS access. Select the appropriate radio button below to complete the verification.

**NOTE:** The user will lose SEVIS access, if you select that the user no longer needs access.

Government User Information

Search:

User Name	User Role(s)	Telephone Number	Email Address	User needs continued access *	User no longer needs access to SEVIS *	I do not supervise this person *
Rabbit,	IMMIGRATION SYSTEM SUPPORT	222-111-1234	Prabbit@govtuser.gov	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ripley, El	DHS HEADQUARTER MANAGER	555-555-5555	Rellen@govtuser.gov	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Connor, Sarah	ISS ADMINISTRATOR, IMMIGRATION SYSTEM SUPPORT	222-222-5555	Sconnor@govtuser.gov	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- Banner at the top of the page shows the Annual Verification Due Date and number of days remaining until the verification deadline.
- **Government User Information** table displays the following information for all of the supervisor’s employees who are SEVIS users:
  - User Name
  - User Role(s)
  - Telephone Number
  - Email Address
- 2. Select the most appropriate option next to each SEVIS user.
  - **User needs continued access:** Approves continued SEVIS access for the government user in their current role.
  - **User no longer needs access to SEVIS:**
    - Denies the need for continued access.
    - Government user loses access to SEVIS.
  - **I do not supervise this person:**
    - Indicates that you are no longer the user’s supervisor.



- SEVIS emails the user that the person listed in their SEVIS Profile as supervisor indicated that they are not the user's supervisor.
  - Up to April 2: User can correct the supervisor information in their SEVIS profile.
  - After April 2: User loses access to SEVIS.



Supervisor:

- Must choose an option for each user in order to submit the verification.
- May not submit annual verification for only some of the listed SEVIS users.

3. Click either:

- **Submit:**
  - Supervisor receives a verification completion message.



- Listed users receive one of the following emails from SEVIS indicating which of the options the supervisor chose:
  - The federal supervisor verified continued access to SEVIS.
  - The federal supervisor denied continued access to SEVIS and access is revoked.
  - The federal supervisor listed is not the correct supervisor and the user has until March 2, to update the SEVIS profile with correct supervisor information.
- **Cancel:** Supervisor is logged-out of the *Annual Verification for Government User* page and no changes are made to the SEVIS users' accounts.



Government users who lose SEVIS access for any reason during this process must go through the account creation process again with the SEVIS Account Management office to reapply for SEVIS access.



## If Supervisor Attempts Second Verification

If the federal supervisor has already completed verification for the year but clicks the link in the annual verification email again, the supervisor will see a message stating, "**Verification performed on** <month, date, and year>."

**Annual Verification for Government User**  
Required fields are marked with an asterisk (\*)

**Verification performed on** **December 1, 2019**

## If No Action Taken by Supervisor



If the supervisor does not complete the annual SEVIS verification by 11:59 PM (ET) on April 2:

- The supervisor and all government users will receive an email on April 3 indicating that the supervisor did not verify the user(s) and the user(s) have lost SEVIS access.
- Government users who lose access must go through the account creation process again with the SEVIS Account Management office to reapply for SEVIS access. See [SEVIS Access Instructions](#) on ICE.gov for more access information.

## Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.



## Document Revision History

Date	Revision Summary
August 21, 2023	Updated icons and added alt text for 508-compliant conversion to PDF.
November 20, 2019	Revised to reflect: <ul style="list-style-type: none"><li data-bbox="613 506 1268 575">• All government users' annual verification from December 2 to March 2.</li><li data-bbox="613 590 1349 625">• New process and SEVIS pages for federal supervisor.</li></ul>
March 3, 2016	Initial Release