SEVIS and Scholars’ Responsibilities

What is SEVIS:
The U.S. government is seeking more efficient ways of managing information on international scholars and students in the United States. We have prepared this handout to help you better understand the kinds of information that the University of Wisconsin-Madison and all colleges and universities in the U.S. must maintain on international scholars as well as how this information is shared with the government, in a manner prescribed by law. Moreover, this handout details each scholar’s responsibilities for maintaining SEVIS requirements.

SEVIS stands for “Student and Exchange Visitor Information System”. The U.S. Citizenship and Immigration Services (USCIS) has created this internet-based record keeping system to maintain an up-to-date database on non-immigrant scholars (those holding J-1 visas) who are entering and exiting the U.S. SEVIS has been created to comply with federal law and automates the collection of data that is required.

The INS will audit the University’s compliance with these new regulations every two years. Failure to comply with SEVIS regulations could result in the loss of the UW’s ability to invite international scholars. While we support the need for government monitoring of individuals entering and exiting the U.S., we deeply appreciate the contributions international scholars make to the UW-Madison campus and the entire educational community.

Scholar’s Responsibilities:

❑ Register with IFSS within one week of your arrival on campus. IFSS needs to make copies of your passport, I-94, and visa.
❑ Make sure you, and all dependents, obtain SHIP insurance or obtain a waiver from SHIP for any alternative insurance, including UW programs. Reach the SHIP office at 333 East Campus Mall-7th Floor.
❑ Engage only in work stated in your appointment or invitation letter for your current J-1 program.
❑ For any activities outside your original agreement please refer to the handout on incidental activities on our website.
   ➢ Here is the link: http://www.ohr.wisc.edu/ifss/imminfo/JScholar/J-1%20Payment.pdf
❑ Notify IFSS of any changes in your and/or dependent’s name, address, telephone number within 10 days of that change.
   ➢ Here is the link: http://www.ohr.wisc.edu/ifss/SEVIS/ChangeofNameAddressTelephone.htm
❑ Apply for any extensions of stay at least four months in advance.
❑ Notify IFSS, within 10 days, when you complete your program or if your program is terminated.
   ➢ Here is the link: http://www.ohr.wisc.edu/ifss/SEVIS/ExchangeVisitorNoticeDeparture.htm
❑ Failure to comply with these responsibilities could result in termination of the scholar’s program and loss of valid immigration status, requiring immediate departure from the U.S.

For more information or questions please contact the International Faculty and Staff Services Office (IFSS):
Phone: (608) 265-2257  Fax: (608) 265-6547  Email: lscholars@ohr.wisc.edu
Website: http://www.ohr.wisc.edu/ifss/index.htm