

In light of the COVID-19 pandemic, Alabama A&M University has moved to hybrid instruction for the Spring 2021 semester, meaning that international students are able to participate in online instruction from their home countries. To ensure accuracy in international student records, all international students who are registered for the Spring semester (**whether they are presently in the United States, or abroad**) must complete the SEVIS registration form.

All international students are required to complete the SEVIS registration procedure at the beginning of each semester within the first 10 days after classes begin. This is to make certain that each student's record contains up-to-date information, ensure that the required documents are placed on file, and for the University to comply with federal immigration regulations to report necessary information about the student's status to the U.S. Department of Homeland Security via SEVIS (Student and Exchange Visitor Information System).

Step by Step Instructions

1. Read page three of your I-20 in regards to "Maintaining Valid F-1 Status."
2. Complete the SEVIS Registration Form.
3. Email the copies of the following documents to your DSO.
  - Completed SEVIS Registration Form
  - Your most recent Form I-20
  - Your I-901 receipt
  - Your I-94 (**with Travel History included** -- see below for instructions)
  - Your F-1 visa (not applicable for Bermudian and Canadian citizens)
  - Your passport
  - Your class schedule

If possible, please include all of the above requested documents in a single PDF File in the order as listed above.

If you entered the U.S. through an airport, you will not have a paper I-94 stapled in your passport. Instead, you need to visit <https://i94.cbp.dhs.gov/>, enter your information, and print a copy of your electronic I-94. If you entered through a land crossing, you should have a paper I-94 stapled in your passport.

**FAILURE TO COMPLY WITH THE SEVIS REGISTRATION REQUIREMENT MAY RESULT IN THE TERMINATION OF YOUR SEVIS RECORD.**

If you have any questions or concerns, please do not hesitate to contact your DSO as indicated below.

Students whose last names begin with M-Z:

**Dr. Pamela Little**, PDSO, Executive Director, Community College Relations and Global Initiatives  
[pamela.little@aamu.edu](mailto:pamela.little@aamu.edu), 256-3732-4869

Students whose last names begin with A-L:

**Michele Wesson**, DSO, Executive Administrative Assistant, Office of Student Affairs  
[michele.wesson@aamu.edu](mailto:michele.wesson@aamu.edu), 256-372-8164

**SEVIS REGISTRATION FORM**  
Office of the Vice President for Student Affairs

**ALABAMA A&M UNIVERSITY**

All fields are required. Please print neatly.

Semester: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Preferred Name Classification (i.e. Freshman, Graduate Student, etc.) Date of Birth (MM/DD/YY)

\_\_\_\_\_  
Email Address Gender U.S. Telephone Number

\_\_\_\_\_  
Local Street Address (and apartment / unit number, if applicable) / Dorm

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Foreign Address

\_\_\_\_\_  
City Province/Territory/State Zip Code

\_\_\_\_\_  
Country Code Telephone Number A-Number SEVIS ID No.

**Passport, Visa, and Immigration Information**

Are you presently in the United States? \_\_\_\_ Yes \_\_\_\_ No

For the Spring 2021 semester, will you be participating from your home country via online instruction, or in person while in the U.S.?

\_\_\_\_\_  
Passport Number Passport Issuing Country Passport Expiration Date

\_\_\_\_\_  
Visa number (usually red 8-digit number) Country of Visa Issuance Visa Expiration Date

\_\_\_\_\_  
I-94 Admission Number Port of Entry Latest Date of Entry (MM/DD/YY)

**Academic Information**

Has any information on your I-20 changed? \_\_\_\_ Yes \_\_\_\_ No

If yes, provide all relevant information that has changed.

Number of credit hours enrolled \_\_\_\_\_. All F-1 students must be enrolled full-time (12 credit hours for undergraduate / 9 credit hours for graduate) during each semester to remain in status. **Promptly inform your DSO if you need assistance concerning maintaining full time enrollment.**

Do you plan to study abroad (outside of the U.S.)? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Employment/Internship Information

Are you currently on CPT? \_\_\_\_\_ Yes \_\_\_\_\_ No Name of Company: \_\_\_\_\_

Begin Date of CPT: \_\_\_\_\_ End Date of CPT: \_\_\_\_\_

List all employment opportunities (internship, co-op, etc. – paid and non-paid) that you have participated in since the beginning of your program and provide the beginning and end dates for each (attach additional sheet of paper, if needed).

Begin Date End Date

1. \_\_\_\_\_
2. \_\_\_\_\_

### Emergency Contact Information

Contact's Last Name First Name Middle Name

Relationship Email address

Country Code Telephone Number

Address City Province/Territory/State Country Zip Code

**All F-1/J-1 visa holders are required to report any changes in the above information to the University within 10 days of the change. Also, F-1 visa holders are required to review, understand, and follow all immigration regulations pertaining to their respective visa status.**

### Certification

I understand that I am responsible for reporting any changes to the items listed on this form to the University within 10 days of the change. I have read, understood, and will follow all immigration regulations applicable to my status. I understand that I am responsible for my own immigration status and that failure to comply with all applicable immigration regulations could result in negative consequences on my current status and/or all future applications for visas or immigration benefits.

Signature

Date