Pace University has been approved to begin using the federal government’s Student and Exchange Visitor Information System (SEVIS). As such, all new and continuing Pace University international students in F-1 status must be entered into SEVIS before August 1, 2003 and must be issued a new SEVIS I-20.

Since the OIPS has hundreds of students to enter into SEVIS in a short period of time, we will need your full cooperation in following the procedures below:

1. **Complete the enclosed SEVIS Information Request Form and return it with the requested documents to the OIPS before April 14, 2003.** You may return it via postal mail or in person. Print clearly and make sure that all information is complete and accurate.

2. The staff of the OIPS will begin entering this information into SEVIS until every F-1 student at Pace University has been issued a SEVIS I-20. Failure to be entered will result in a student being out of status.

3. You are required to attend a **SEVIS Information Session** prior to being issued your SEVIS I-20. Please see the attached schedule of Information Sessions for details on which session you should attend. At that time, the new immigration regulations will be discussed and you will be advised of your responsibilities and benefits under SEVIS. You will also have an opportunity to ask any questions you may have.

4. When you have been entered into SEVIS and your new SEVIS I-20 is ready, you will be notified by email to come to the OIPS to receive your new I-20 (be sure to check your email daily).

Also enclosed you will find some **Frequently Asked Questions (FAQs) about SEVIS.** Please read this information carefully so that you have a clear understanding of what SEVIS means to you.