

## F and M Student Record Termination Reasons In SEVIS

All *Terminated* records result in a flag indicating a possible SEVIS violation. The CEU reviews the *Terminated* records, and if appropriate, removes the flag for SEVIS records that have been cleared. A DSO may ask to have a flag lifted by sending an e-mail to [SEVIS.source@DHS.gov](mailto:SEVIS.source@DHS.gov) with the student's SEVIS number, an explanation of the circumstances, and the justification for lifting the flag. The CEU will examine the record and make a determination. At the discretion of a Consular and/or CBP Official, a nonimmigrant with a flagged record can be allowed to reenter. Timely exit after the termination date, previous SEVIS history, and information from other government sources are considered, as well as any evidence the nonimmigrant may provide.

*Note: DHS officials have the discretion to manually terminate a record using the appropriate reason where an investigation indicates a termination is warranted.*

### Terminations Reported by a DSO

When a DSO terminates a record, the nonimmigrant student must apply for reinstatement (if eligible) or depart the United States. Students terminated for *Authorized early withdrawal* have 15 days to depart. All others must depart immediately. Remarks are very helpful in determining appropriate decisions. Terminated records stay in SEVIS and may be used in making determinations for many years. The remarks may be the only record available to fully explain the termination.

Reason	What this indicates	Comments
Absent from country for five months	The nonimmigrant student <i>departed</i> the United States, expecting to return to his or her program, but was gone for a period that exceeded the five-month limit. Ensure the student is not currently in the United States and has not been for five months. Ask for travel dates and add this information to the remarks.	This termination reason is often used incorrectly. Use only when the student is <i>known</i> to be outside the United States. Use when a student's expected return is delayed because of problems in obtaining a timely visa renewal or for personal reasons. Use the remarks section in SEVIS to explain the situation. <b>Do not use for students in the United States.</b> For a leave of absence or if a student has to leave for family or personal reasons use <i>Authorized early withdrawal</i> . Note in the remarks if the student expects to return. Use <i>Failure to enroll</i> if the student does not enroll after a break or vacation. If during the term, student no longer attends class and has not been in touch with the school use <i>Unauthorized withdrawal</i> .
Authorized below full course time exceeded	The student did not resume a full course load when required to do so (and after being authorized to take less than a full course of study for a specified period of time).	This reason is generally used correctly. Remarks are helpful. As these examples taken from SEVIS records show, remarks may make a difference if the student applies to return to the United States at a later date. Examples of useful remarks: "Medical Leave exceeded one year"; "Student has consistently been out of compliance with course load requirements".
Authorized early withdrawal	The student informs the DSO that he or she needs to withdraw from school and depart the United States prior to program completion. Students have 15 days from the termination date to depart.	With a timely departure there are no adverse implications. Use remarks, as they are helpful in future determinations. Examples of useful remarks: "Student will remain in Indonesia and take two semesters off to wed in the Fall"; "Family Emergency"; "Documented medical reasons".
Death	The student dies.	<b>Do not use to indicate withdrawal due to the death of a family member.</b> Use only to indicate death of a student. Include date of death and other useful information such as: "Death Certificate on file"; "Death certificate number XXX filed in ABC County"; "Email from family in Japan, student had a heart attack on [date]"; "Student died in car accident on [date] in [city, state]". For withdrawal due to death of a family member use <i>Authorized Early Withdrawal</i> .
Expulsion	A student that was not able to maintain status in his or her chosen program because of expulsion from school.	Use the remarks section to give additional information. This will help in making a determination whether or not the student should be given the opportunity to reenter the United States. <b>Do not use in place of Failure To Enroll or Unauthorized drop below for poor attendance.</b>
Otherwise failing to maintain status	A termination by the DSO for any reason not otherwise contained in list. The DSO should include remarks that provide further detail on the reason for record <i>Termination</i> .	Use where there is not another more specific termination reason. Be very clear in the remarks. Use for students who are terminated due to CPT or OPT violations as this is training, not employment. <b>Do not use in place of Failure to enroll, taking less than a full course load or less than full-time attendance (use Unauthorized drop below), or terminating a duplicate record.</b> Duplicate records should be data fixed to show they have been cancelled.
Suspension	The student was not able to maintain status by attending a full-course of study in his or her program because of suspension from school.	Use when the school puts the student on academic suspension. <b>Do not use for a leave of absence – use Authorized withdrawal.</b> If a student cannot enroll because he or she was suspended, use this reason instead of <i>Failure to enroll</i> . Helpful remarks will include the term of the suspension, such as: "Academic suspension, may reenroll [date]"; "Academic suspension, may not return for three years".

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Unauthorized drop below full course of study	A student was taking less than a full course of study without prior DSO approval.	Use this reason when a student's number of classes or attendance (for clock hour programs) drops below those classes/hours needed for a full course of study and the student did not have prior authorization. Helpful remarks include: "Student dropped course # in spring semester without authorization"; "Withdrew from 2 classes without DSO authorization"; "Student's attendance fell below 80%". <b>Do not use for students who withdraw or stop attending all classes.</b> Use <i>Unauthorized withdrawal</i> in these cases.
Unauthorized employment	A student was engaging in employment that was not authorized for his or her status.	Use when the student works without authorization or continues otherwise authorized employment beyond the approved dates. Note where the student worked and the circumstances. Provide as many details as possible in the remarks. In the case where a student engages in CPT that could have been authorized due to a misunderstanding or other error use <i>Otherwise failing to maintain status</i> .
Unauthorized withdrawal	The student quit going to school without notifying a DSO.	Use when the student quits attending class without notice during a term. Helpful remarks will include the last known date of attendance or at least the semester. <b>Do not use for dropping below a full course load or poor attendance.</b> Use <i>Unauthorized drop below</i> instead.

### Terminations Reported by the DSO or Created Automatically by SEVIS

Failure to enroll	A continuing student was expected to report at the next term or session, and failed to do so.	The system automatically terminates the record 90 days after the <i>Next session start date</i> if the DSO does not enroll the student. Use when a student fails to reenroll after the term's enrollment deadline. Use <i>Suspension</i> if the student was not allowed to enroll because the school suspended him or her.
No show	An <i>Initial</i> student who entered through a Port of Entry (POE) and failed to report to his or her school by the <i>Program Start Date</i> . Do not use for transfer students. Use <i>Transfer student no show</i> .	Often used incorrectly. <b>Do not use in place of canceling the record for new students with not POE data or Failure to enroll for continuing students</b> Use the remarks to explain how the school knows the student entered the United States when there is no POE data.
Transfer student no show	The student transferred out of one school, and did not arrive at the other (transfer-in) school when expected.	Usually a system termination. Some are caused by DSO error because the DSO failed to update the <i>Draft</i> record. Use when a student does not report within 15 days of the new <i>Program start date</i> .

### Terminations Reported by SEVIS (Do not use these reasons manually. Request a data fix if the system does not properly terminate a record for one of these reasons.)

Change of status approved	CLAIMS interface	A nonimmigrant student properly changed to another nonimmigrant status.
Change of status denied	CLAIMS interface	A nonimmigrant student in the United States filed a pending a change of nonimmigrant status and was ultimately denied.
Change of status withdrawn*	CLAIMS interface	A DSO enrolled in SEVIS a nonimmigrant who applied for a change of status and the change of status was withdrawn after that.
Denied transfer	CLAIMS interface	An M-1 student applied to USCIS for transfer approval, began the transfer-in program while awaiting adjudication, and was ultimately denied the transfer request.
Extension denied	CLAIMS interface	An M-1 student that applied to USCIS for a program extension and who continued in the program past the original program end date while the adjudication was pending (as permitted) was subsequently denied the extension request.
School Withdrawn	DHS official only	The school's SEVIS access has been withdrawn and the student did not transfer to another school or complete his or her program prior to the withdrawal date. <b>Do not use this in place of <i>Authorized early withdrawal, Expulsion, or Unauthorized withdrawal</i></b>
Transfer withdrawn	CLAIMS interface	An M-1 student who applied for approval to transfer to another program withdrew the application.
Violation of change of status requirements*	CAIMS interface	A B-1, B-2, or F-2 started school prior to approval of the change of status and the SEVIS record was activated.

\*When a nonimmigrant has a pending change of status, keep the SEVIS record in *Initial* status until the change of status is adjudicated. If necessary, defer the Program Start Date until the change of status adjudication. If a record is activated in error, use the corrections menu to make it *Initial* or ask for a data fix. Otherwise the person may have a terminated SEVIS record instead of a cancelled record. If a record is in *Initial* status, and the nonimmigrant withdraws his or her change of status, *Cancel* the record.

**Adjustment of Status:** When a nonimmigrant student files an Adjustment of Status (Form I-485) but maintains F/M status, the student's SEVIS record should remain active until the adjustment is approved. The DSO should then manually terminate the record for *Change of status approved*. Note the circumstances in the remarks and provide the student's A-Number or Receipt Number.

**Duplicate Records:** In cases where a student has two active Forms I-20, the DSO needs to request a data fix. Canceling an *Active* record results in a loss of history so an SEVP official will terminate the appropriate record using *Otherwise failing to maintain status* and, as no status violation existed, ensure that the flag on the termination is lifted.