Sul Ross State University  
Business Process Analysis – Student Module

Process Name: SEVIS Compliance  
Date: November 16, 2005  
Time: 1:19 p.m.  
Location: BAB 202  
Participants:  
Session Lead:  

Narrative/Description: SRSU is required to report international student data to the Homeland Security Department via their software reporting a system called SEVIS. SEVIS reporting is a delivered product of SCT IA Plus.

Once an international student has completed the International Student Admissions process a matriculation is created in SIS. Most fields associated with the SEVIS screens are completed through the admissions process, but at times additional information is entered manually into SIS. Data is transmitted to SEVIS and the school is notified if the student is authorized entry into the Us via an I-20 form. If refused, the process ends. In accepted the I-20 is issued along with an acceptance letter. These are mailed to the student. Once the student completes the necessary paperwork through various consulates and government authorities, the student receives a visa and is admitted into the United States. Once the student registers for classes, SRSU has 30 days to update the SEVIS website and certify enrollment. After the student is enrolled, any changes in status are communicated to the Office of Homeland security and they make any decisions as to whether to terminate the status, transfer status another institution, or continue carrying the student longer.

This process is followed every semester until the student withdraws, graduates, or is otherwise terminated.

Electronic Inputs: Data transmitted to SEVIS computer system.

Manual/Paper Inputs: Various data elements not uploaded from application process

Key Decision Points (list all): Admissions staff must monitor student and make decisions during various intervals of study.

Related Policy(s): Federal regulations, Office of Homeland Security

Interface to Other Systems: Federal SEVIS system.

Web Features: Web based system of data input and tracking.

Electronic Outputs: Various reports on student status.

Manual/Paper Outputs: Report may be printed.
Customer(s): Homeland Security, students, staff

Regulatory Items: Federal Regulation

Frequency/Volume: 15–20 students per term

Potential Break Points: Loss of contact with student. Student now showing up for registration after being admitted.

Automation: Semi

Issues: System doesn’t work right half the time. Time lapses, loss of data, discrepancies in how data is interpreted. Time consuming.

NOTE: In all the narratives the term “Registrar” may represent the Registrar in Alpine or the Director of Admissions and Records at Rio Grande College. The term “associate Registrar” may represent the Associate Registrar in Alpine and/or the Records Administrator at Rio Grande College.