



THE STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM

Quick facts

- SEVIS stands for “Student and Exchange Visitor Information System”—it is the U.S. government’s system for tracking J-1 participants during their program
- All J-1 participants must register with SEVIS when they arrive in the U.S. and keep it up-to-date with their address and employer information
- J-1 participants who fail to register with SEVIS upon arrival in the U.S. will be at risk for program termination

How should your J-1 participants register for SEVIS upon arrival?

- They must register as soon as they arrive
- They must call CIEE at 1.888.268.6245 to register
- They must provide their U.S. address. If they have not found permanent housing, they should use the address of their temporary housing, and call CIEE to update SEVIS once they move into their permanent housing.

Other SEVIS requirements

- Any time J-1 participants change their address during their program, they must update their address in SEVIS by calling CIEE
- If they change employers, J-1 participants must call CIEE to update their employer information in SEVIS

How can you make sure your participants keep SEVIS up-to-date?

- Display the CIEE SEVIS poster at your workplace. (See reverse for poster.)
- Allow them to use a company phone to call CIEE to register
- Remind them of the importance of registering as soon as they arrive and keeping their information updated
- Notify CIEE of any participants who do not arrive as scheduled
- Contact CIEE if any participants leave before their scheduled end date

Attention CIEE J-1 Work & Travel USA Participants

Have you checked in with CIEE?

1 Just arrived? Call CIEE to register for SEVIS!

If you don't register in time, you may be at risk for program termination! Please register now! You can use a temporary address if you haven't found your permanent housing yet.

2 Check in with CIEE every month!

You're required to check-in with CIEE every month, to verify your employment and contact information. CIEE will email you a survey which you must complete, so check your emails as soon as possible.

3 Contact CIEE

Contact CIEE if you have a question or need help.

1.888.268.6245 or contact@ciee.org