**SEVIS UPDATES**

**Run Updates for ISE and CASE**

* **Install SSL certificate** 
  + IE – Tools 🡪 Internet Options 🡪 Content 🡪 Certificates 🡪 Import
  + Certificate and password can be found in the repository (\assets\certificates\sevis\2013), if certicate could not be verified an intermediate certificate is required, there are two intermediate certificates located at \assets\certificates\sevis
* **Create Forms – Upload XML**
  + Brian Hause requests forms (Intl. Rep. must have submitted the DS2019 verification)
  + Create individual files (one per division)
  + EXITS 🡪 Tools 🡪 SEVIS Batch 🡪 Create Forms
  + Select the appropriate programs, per instance 13/14 and Aug13-14
  + Select a specific Intl. Rep., leave it blank for ALL
  + Run Report
  + Click on Virtual Folder
  + Download XML File and save it at I:\SEVIS
  + Use the DS-2019 Upload XML File to DS form
  + Make sure the batch ID dropdown matches the XML file name
  + Click Upload and select certificate
  + File uploaded successfully when response is 010, for list of errors check I:\SEVIS\1 – Documents\
* **Create Forms – Download XML**
  + EXITS 🡪 Tools 🡪 SEVIS Batch 🡪 Create Forms
  + Use the DS-2019 Download Zip File from DS form
  + Make sure Batch ID dropdown matches the batch you are getting the results
  + Save ZIP file at I:\SEVIS
  + Extract \*.xml file and rename it as ISE-000000xxxx.xml (xxxx = batch number)
  + Open virtual folder and upload xml result
  + Use the SEVIS Batch Create Forms XML Results Extractor to update EXITS (paste the XML file name and hit enter, per instance ISE-0000002039.xml)
  + Install Adolix Split Merger PDF Pro I:\Software\Licensed\Adolix Split Merger PDF Pro
  + Unzip PDF files to a folder and use the Adolix Merger to create 1 PDF file
  + Print Batch Information (click on show list in the XML files history)
  + Print merged single PDF
  + Do not change order as they are ordered by Intl. Representative
  + Move XML files to I:\SEVIS\3 - Batch Files
* **Create Forms – SEVIS Payments**

**NEVER UPLOAD THE SAME FILE IF YOU ARE UNSURE IF IT PROCESSED. You are always welcome to contact Brian Dunn at 314.418.6614. Brian will be able to verify if your file has been uploaded or not.**

**Effective NOVEMBER 3, 2008, SEVIS WILL NO LONGER REFUND BULK FILERS FOR DOUBLE CHARGING. If a bulk filer uploads the same file twice in under an hour and the file is processed or partially processed twice, SEVIS will, under no circumstances, refund the double payment.**

* + EXITS 🡪 Tools 🡪 SEVIS 🡪 SEVIS I-901 Fee
  + Select batch IDs and run report
  + Download XML file from virtual folder
  + Login to US Bank - <https://www.fmjadmin.com/i901admin/login.jsp> - Login Info shared in the SEVIS – Accounts file (Google Docs)
  + Upload XML File and review the transaction log, print receipt and give it to Bryan McCready
* **SEVIS Updates – Upload XML – (School and Host Family Information – Weekly)**
  + William division includes updates for all ISE divisions
  + EXITS 🡪 Tools 🡪 SEVIS Batch 🡪 Site of Activity
  + Select all active programs
  + Run Report
  + Click on Virtual Folder
  + Download XML File and save it at I:\SEVIS
  + Use the DS-2019 Upload XML File to DS form
  + Make sure the batch ID dropdown matches the XML file name
  + Click Upload and select certificate
  + File uploaded successfully when response is 010, for list of errors check I:\SEVIS\1 – Documents\
* **SEVIS Updates – Download XML – (School and Host Family Information – Weekly)**
  + William division includes updates for all ISE divisions
  + Use the DS-2019 Download Zip File from DS form
  + Make sure Batch ID dropdown matches the batch you are getting the results
  + Save ZIP file at I:\SEVIS
  + Extract \*.xml file and rename it as ISE-000000xxxx.xml (xxxx = batch number)
  + Open virtual folder and upload xml result
  + Use the SEVIS Batch Create Forms XML Results Extractor to update EXITS (paste the XML file name and hit enter, per instance ISE-0000002039.xml)
* **SEVIS batches are processed overnight so wait until the next morning to get results**
* **Troubleshooting**
  + If an error occurs when uploading an XML file most likely the file is not a valid XML, verify it using XML SPY Home stored at I:\Software\Licensed\XMLSpy Home 2005
  + Common errors:
    - Missing /wrong zip code for host family or school information