

# SEVIS RTI & Batch Management

Jason Baumgartner & Matt Reynolds

SUNAPSIS<sup>®</sup>

AN INDIANA UNIVERSITY INNOVATION

# Just a Little Different

- What's Different
  - sunapsis Control Center
  - SEVIS Batch Management
  - International Profile SEVIS Options
- What's the Same
  - Everything else

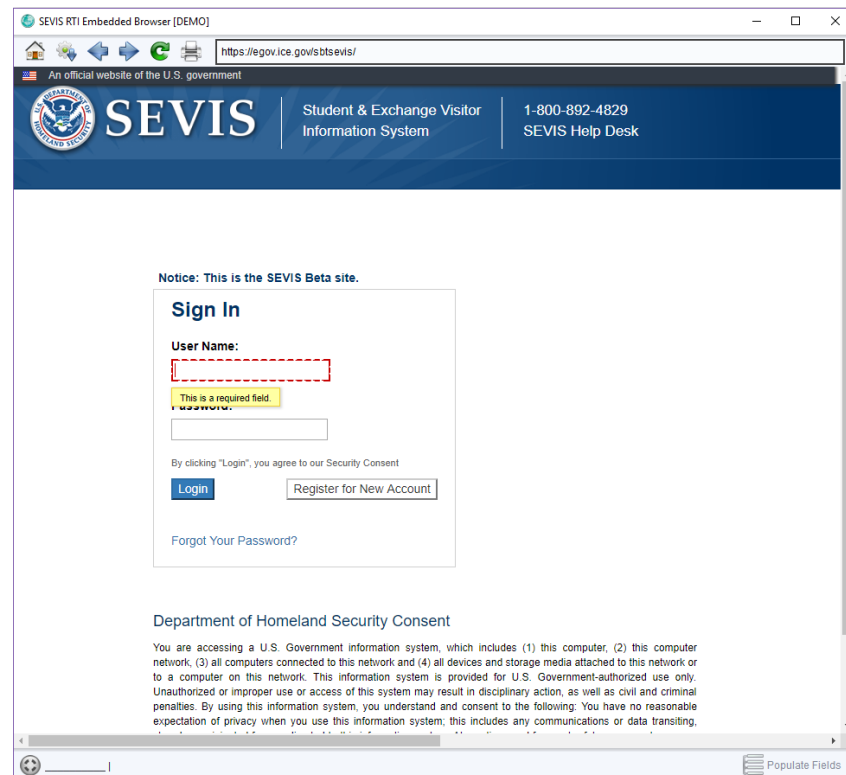
# It's Mostly the Same!



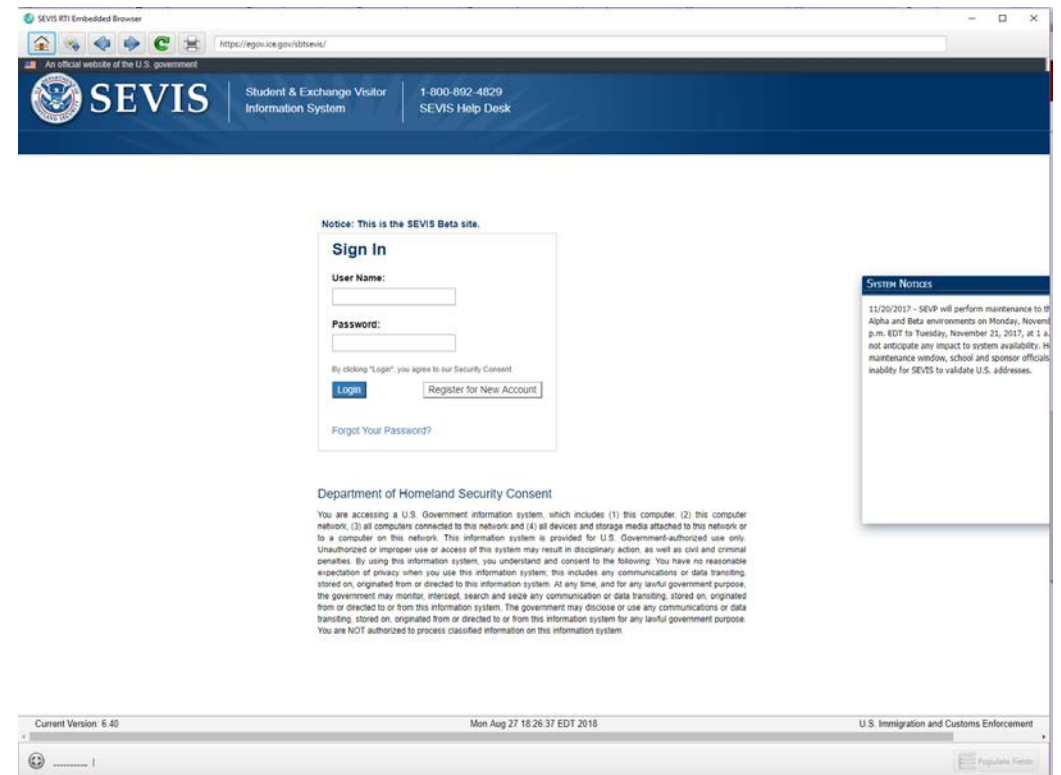
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# RTI Embedded Browser

## 3.7.4



## 4.0



# One More Time (with Feeling)

## 3.7.4

SEVIS RTI Embedded Browser [DEMO]

https://egov.ice.dhs.gov/bts/sevis/action/eligibility/viewStudentInfo?studentSearchFlag=true&fm\_student\_id=IAU9iOzSchXPhZW043Ulw

An official website of the U.S. government Skip Navigation

**SEVIS** Student & Exchange Visitor Information System 1-800-892-4829 SEVIS Help Desk Tim Climis Logout ROLES: DSO, ARO Get Plug-Ins

Main Listing of Schools Listing of Programs Help Message Board Change Password Enter SEVIS ID

<< Return to Active Status Students

Reprint I-20 Print Draft I-20

**Student Information**

F-1 STUDENT  
**America, Captain**  
Indiana University - Demo Campus  
Start Date: July 15, 2017 End Date: May 4, 2021

Status: **ACTIVE**  
Status Change Date: **June 29, 2017**  
SEVIS ID: **N0000221438**

I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

**Personal / Contact** Edit

Gender: **MALE**  
Date of Birth: **January 1, 1990** Age: **28**  
Country of Birth: **CHINA**  
Country of Citizenship: **CHINA**  
U.S. Telephone: **812-855-0490**  
Foreign Telephone:  
Email Address: **test@iu.edu.test**  
U.S. Address: **400 E 7TH ST, Poplars, Bloomington, IN 47405**  
Address Status:  
Foreign Address: **124 Sesame St Oslo, NORWAY**

**Actions:**  
Authorize To Drop Below Full Course  
Change Education Level  
Corrections  
Complete Program  
Disciplinary Action  
Extend Program  
Shorten Program  
Terminate Student  
Transfer Out  
Employment/Training:  
CPT Employment Authorization  
Off-Campus Employment  
CPT Request

U.S. Address: 400 E 7TH ST, Poplars, Bloomington, IN 47405  
Address Status:  
Foreign Address: 124 Sesame St Oslo, NORWAY

U.S. Telephone: 812-855-0490  
Foreign Telephone:  
Email Address: test@iu.edu.test

Overall Remarks

Program  
Education Level: BACHELOR'S  
Major 1 and Name: 11.0101 - Computer and Information Sciences, General  
Major 2 and Name: 00.0000 - None  
Minor and Name: 00.0000 - None  
Program Start Date: July 15, 2017  
Program End Date: May 4, 2021

English Proficiency  
School Requires English Proficiency for This Program: Yes  
Student Has English Proficiency: Yes

Registration  
Initial Session Start Date: July 15, 2017  
Current Session End Date: December 15, 2017  
Next Session Start Date: January 4, 2018  
Length of Next Break/Vacation: 19  
Last Session:  
Study/Research Abroad:  
Thesis/Dissertation:  
I-901 SEVIS Fee Payment  
Transaction Type: Payment  
Transaction Date: June 28, 2017  
Transaction Amount: \$200.00  
Fee Payment / Cancellation Receipt Number: WA5193478

clim32925 | Captain America | N0000221438 (SEVIS ID) | TEMP325676 (University ID) Populate Fields

## 4.0

SEVIS RTI Embedded Browser

https://egov.ice.dhs.gov/bts/sevis/action/eligibility/viewStudentInfo?studentSearchFlag=true&fm\_student\_id=81p48DCm9u5ZNMh3y8k...

An official website of the U.S. government Skip Navigation

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I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

**Personal / Contact** Edit

Gender: **MALE**  
Date of Birth: **January 1, 1990** Age: **28**  
Country of Birth: **CHINA**  
Country of Citizenship: **CHINA**  
U.S. Telephone: **812-855-0490**  
Foreign Telephone:  
Email Address: **test@iu.edu.test**

**Overall Remarks**

Program  
Education Level: BACHELOR'S  
Major 1 and Name: 11.0101 - Computer and Information Sciences, General  
Major 2 and Name: 00.0000 - None  
Minor and Name: 00.0000 - None  
Program Start Date: July 15, 2017  
Program End Date: May 4, 2021

English Proficiency  
School Requires English Proficiency for This Program: Yes  
Student Has English Proficiency: Yes

Registration  
Initial Session Start Date: July 15, 2017  
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Length of Next Break/Vacation: 19  
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Study/Research Abroad:  
Thesis/Dissertation:  
I-901 SEVIS Fee Payment  
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clim32925 | Captain America | N0000221438 (SEVIS ID) | TEMP325676 (University ID) Populate Fields

# Extracts

## 3.7.4

Indiana University - Demo Campus

Data Extraction Process

---

**EXTRACT RTI TABLE DATA**

---

Please Enter Name for this Dataset:

Start Record Number

End Record Number

Do you want to append default SUNAPSIS columns (last enrolled, university id linkage, etc) to these extracted rows? ☐

OK Cancel

|         |         |            |            |            |
|---------|---------|------------|------------|------------|
| America | Captain | 06/29/2017 | 07/15/2017 | 05/04/2017 |
|---------|---------|------------|------------|------------|

## 4.0

Indiana University - Demo Campus

DATA EXTRACTION PROCESS

---

**EXTRACT RTI TABLE DATA**

---

Please Enter Name for this Dataset:

Start Record Number

End Record Number

Do you want to append default SUNAPSIS columns (last enrolled, university id linkage, etc) to these extracted rows? ☐

Run Extraction Close

|                      |            |            |            |
|----------------------|------------|------------|------------|
| Captain              | 05/29/2017 | 07/15/2017 | 06/29/2017 |
| Veronica TESTSTUDENT | 04/16/2014 | 04/16/2014 | 06/29/2017 |

# Extract Discrepancy Management

## 3.7.4

**View Address Discrepancies [DEMO]**

| Last Name | First Name | Middle Name | University ID | SEVIS ID    | Extract Type                  | Extract Street1     | Extract Street2 |
|-----------|------------|-------------|---------------|-------------|-------------------------------|---------------------|-----------------|
| Nie       | Jianjian   | TEST        | 0005551234    | N0000141975 | SEVIS US Residential Addr (S) |                     |                 |
| Nie       | Jianjian   | TEST        | 0005551234    | N0000141975 | US Residential Address (U)    |                     |                 |
| Morrison  | Kade       | TEST        | IU3225555     | N0000140804 | SEVIS US Residential Addr (S) | 210 Atwater St      | Apt             |
| Ashgar    | Mohammed   | TEST        | IU432165      | N0000140795 | US Residential Address (U)    |                     |                 |
| Ashgar    | Mohammed   | TEST        | IU432165      | N0000140795 | SEVIS US Residential Addr (S) | 1727 N 45TH AVE E 5 |                 |

DATA ELEMENT      EXTRACTED DATA FROM RTI      CURRENT DATA IN SUNAPSIS

|                       |                               |                               |
|-----------------------|-------------------------------|-------------------------------|
| Type                  | SEVIS US Residential Addr (S) | SEVIS US Residential Addr (S) |
| Street1               | 1727 N 45TH AVE E 5           | 1727 N 45TH AVE E             |
| Street2               |                               |                               |
| City                  | DULUTH                        | DULUTH                        |
| State Province        | MN                            | MN                            |
| Postal                | 55804                         | 55804                         |
| Country               | United States (US)            | United States (US)            |
| Override Reason       |                               |                               |
| Override Other Reason |                               |                               |
| Is Sevis Corrected    | true                          | true                          |

## 4.0

International Office Module | SUNAPSIS

Control Center    View Address Discrepancies X

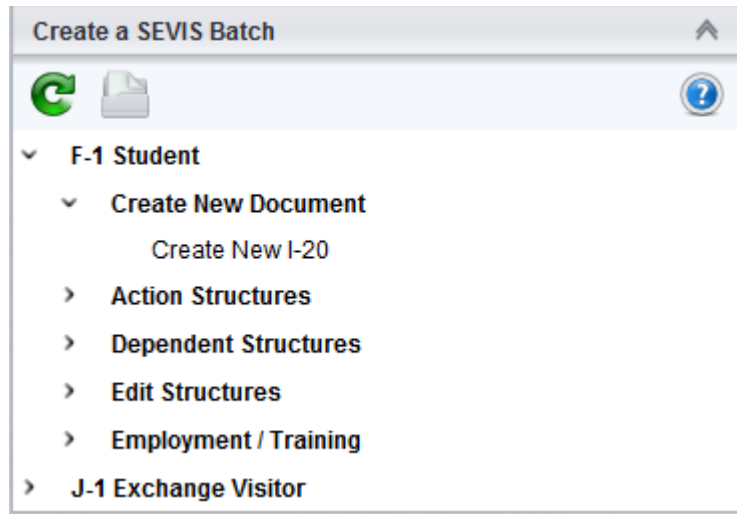
| Last Name    | First Name | Middle Name                                | University ID | SEVIS Number |
|--------------|------------|--|---------------|--------------|
|              |            |  | TEMP656555    | N0000147496  |
|              |            |  | TEMP382382    | N0000148748  |
| Aaby         | Torgils    | DEMO                                       | TEMP310023    | N0000140224  |
| Aamot        | Anaton O   | DEMO                                       | TEMP324626    | N0000139364  |
| Abell        | Kathy      | TEST                                       | TEMP103994    | N0000150986  |
| Arapova      | Veronica   | Lorem ipsum dolor sit amet, consectetur... | IU46278       | N0000140797  |
| Arapova      | Veronica   | Lorem ipsum dolor sit amet, consectetur... | IU46278       | N0000140797  |
| Arapova      | Veronica   | Lorem ipsum dolor sit amet, consectetur... | IU46278       | N0000140797  |
| Ashgar       | Mohammed   | TEST                                       | IU432165      | N0000140795  |
| Ashgar       | Mohammed   | TEST                                       | IU432165      | N0000140795  |
| Avsar Erumit | Banu       | TEST                                       | TEMP423464    | N0000135414  |
| Bjornstad    | Brunhilde  | NYUF                                       | TEMP280801    | N0000143701  |
| Bjornstad    | Brunhilde  | NYUF                                       | TEMP280801    | N0000143701  |
| Broberg      | Frederick  | TEST                                       | IU44225123    | N0000150255  |
| Broberg      | Frederick  | TEST                                       | IU44225123    | N0000150255  |
| Broberg      | Frederick  | TEST                                       | IU44225123    | N0000150255  |
| Builder      | Bob        | The  | TEMP111985    | N0000153956  |
| Bulls        | Chicago    | DEMO                                       | TEMP777448    | N0000142406  |
| Chen         | Anting     |  | TEMP668886    | N0000141846  |
| Chen         | Jiaohun    | Cadente                                    | IU12349876    | N0000145608  |

DATA ELEMENT      EXTRACTED DATA FROM RTI      CURRENT DATA IN SUNAPSIS

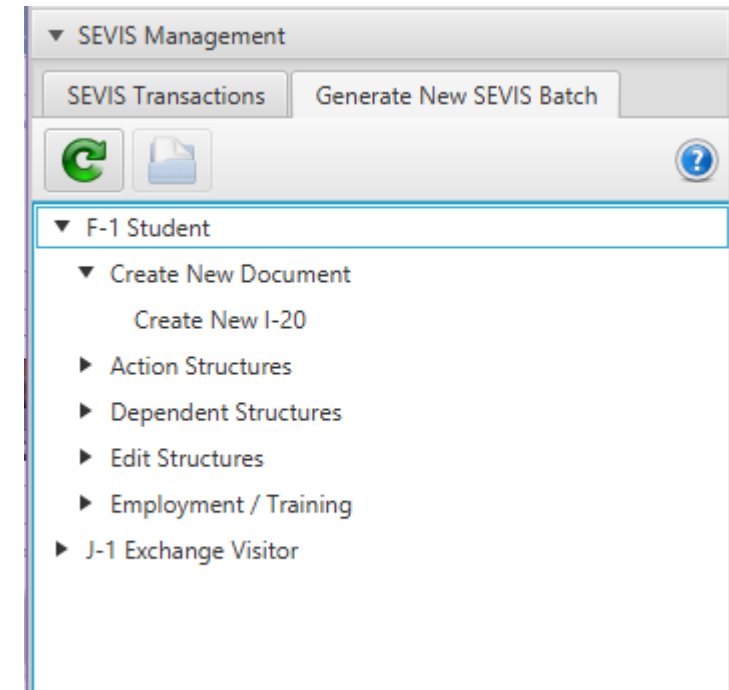
|                             |                     |                     |
|-----------------------------|---------------------|---------------------|
| Address Type                | Foreign Address (F) | Foreign Address (F) |
| Street 1                    | 500 Moscow Place    | Foreign Address     |
| Street 2                    |                     |                     |
| City                        | Mitino              | Moscow              |
| State / Province            |                     |                     |
| Postal                      | 12345               | 987654              |
| Country                     | Russia (RS)         | Russia (RS)         |
| Override Reason             |                     |                     |
| Override Other Reason       |                     |                     |
| Has Been Validated by SEVIS | false               | false               |
| Last Updated                | 02/11/2016          | 01/08/2016          |

# Batch Menu on a Client Record

3.7.4



4.0



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# Creating Manual Batches

## 3.7.4

The screenshot shows a web application window titled "Create New I-20 [DEMO]". It has three tabs: "Biographical", "Educational", and "Financial", with "Biographical" selected. The "Program / School Code" is "SEA214F28700003". Below this is a section titled "PERSONAL INFORMATION" with the following fields:

|                       |                    |
|-----------------------|--------------------|
| Family/Primary Name * | America            |
| Given Name            | Captain            |
| Name Suffix           |                    |
| Preferred Name        | Captain America    |
| Passport Name         |                    |
| Gender *              | Male               |
| Date of Birth *       | 01/01/1990         |
| Country of Birth *    | China              |
| Citizenship Country * | China              |
| Birth Country Reason  |                    |
| Visa Type *           | F-1                |
| Email                 | avengers@stark.edm |

Below this is a section titled "FOREIGN ADDRESS INFORMATION" with the following field:

|            |               |
|------------|---------------|
| Street 1 * | 124 Sesame St |
|------------|---------------|

## 4.0

The screenshot shows a web application window titled "CREATE NEW I-20". It has three tabs: "Biographical", "Educational", and "Financial", with "Biographical" selected. The "Program / School Code" is "SEA214F28700003". Below this is a section titled "PERSONAL INFORMATION" with the following fields:

|                       |                 |
|-----------------------|-----------------|
| Family/Primary Name * | America         |
| Given Name            | Captain         |
| Name Suffix           |                 |
| Preferred Name        | Captain America |
| Passport Name         |                 |
| Gender *              | Male            |
| Date of Birth *       | 01/01/1920      |
| Country of Birth *    | Neutral Zone    |
| Citizenship Country * | Neutral Zone    |
| Birth Country Reason  |                 |
| Visa Type *           | F-1             |
| Email                 |                 |

Below this is a section titled "FOREIGN ADDRESS INFORMATION" with the following field:

|            |  |
|------------|--|
| Street 1 * |  |
|------------|--|

# Almost, But Not Quite

SEVIS Actions

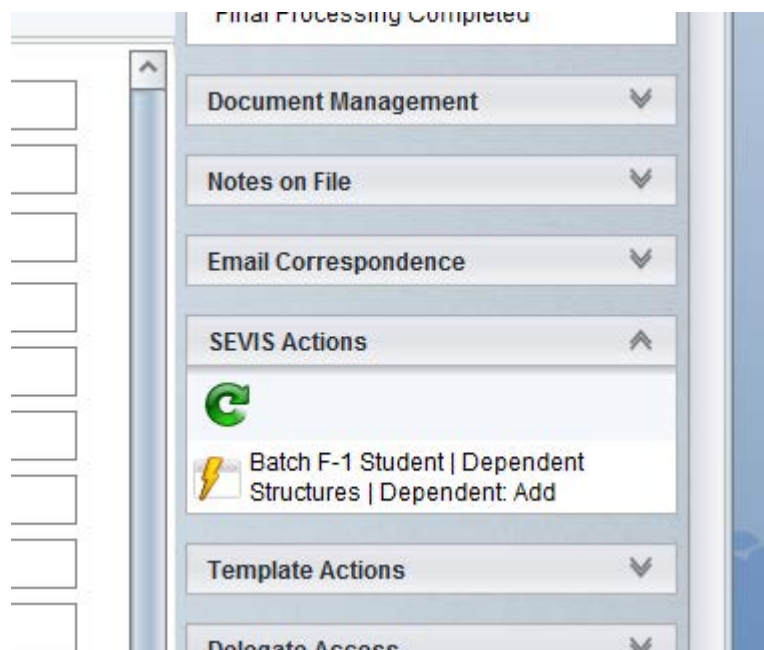
View SEVIS Batch Processed Records

View SEVIS Batch Returned Documents

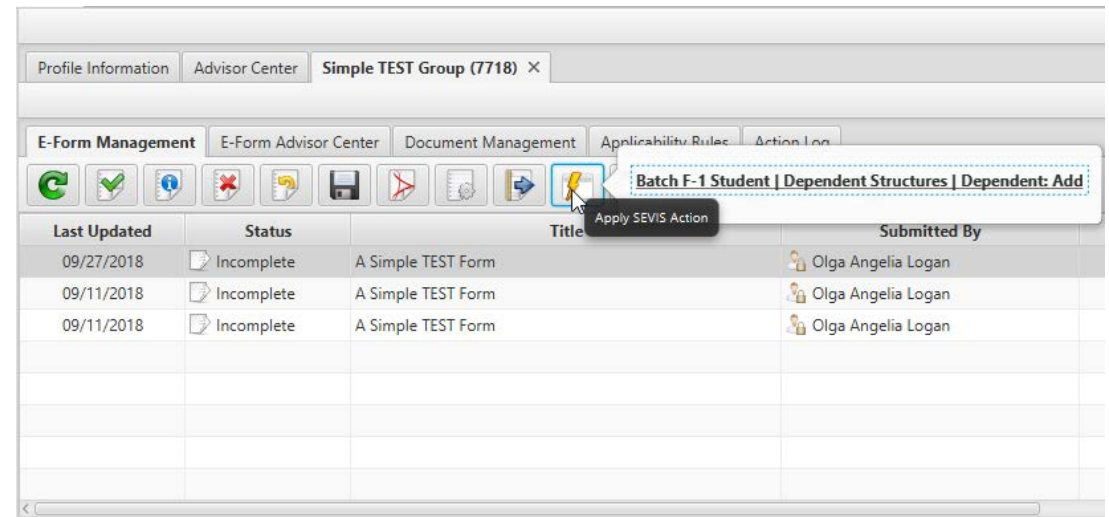
SUNAPSIS<sup>®</sup>

# E-Forms Look Different

## 3.7.4



## 4.0



# But SEVIS Actions Act the Same

3.7.4

This screenshot shows the 'Dependent | Add [TEST]' form. The form contains the following fields and values:

| Field                  | Value              |
|------------------------|--------------------|
| Primary SEVIS Number * | N0000111382        |
| Last Name *            | Spirit of the Hero |
| First Name             | Link               |
| Suffix                 |                    |
| SEVIS Passport Name    | Link               |
| SEVIS Preferred Name   | Link               |
| Relationship *         | Spouse             |
| Gender *               | Male               |
| Date of Birth *        | 02/21/1986         |
| Country of Birth *     | Vanuatu            |
| Citizenship Country *  | Kyrgyzstan         |
| Birth Country Reason   |                    |
| Visa Type *            | F-2                |
| Email                  | zelda@iu.edu       |
| Remarks                |                    |

At the bottom of the form, there is a 'Print I-20' button and a character count '(0 / 500)'.

4.0

This screenshot shows the 'GENERATE AN APPROVED SEVIS BATCH' form. The form contains the following fields and values:

| Field                  | Value              |
|------------------------|--------------------|
| Primary SEVIS Number * | N0000111382        |
| Last Name *            | Spirit of the Hero |
| First Name             | Link               |
| Suffix                 |                    |
| SEVIS Passport Name    | Link               |
| SEVIS Preferred Name   | Link               |
| Relationship *         | Spouse             |
| Gender *               | Male               |
| Date of Birth *        | 02/21/1986         |
| Country of Birth *     | Vanuatu            |
| Citizenship Country *  | Kyrgyzstan         |
| Birth Country Reason   |                    |
| Visa Type *            | F-2                |
| Email                  | zelda@iu.edu       |
| Remarks                |                    |

At the bottom of the form, there is a 'Print I-20' button, a 'Record Number' field, and a character count '(0 / 500)'.

# Batch Processed Records

## 3.7.3

| View SEVIS Batch Processed Records [DEMO] |                |             |                  |              |                                    |               |
|---|----------------|-------------|------------------|--------------|------------------------------------|---------------|
| Return Date of SEVIS Batch Transactions:  |                |             | 10/21/2015       |              |                                    |               |
| SEVIS Organization Code:                  |                |             | F-1: Demo Campus |              |                                    |               |
| Last Name                                 | First Name     | Middle Name | University ID    | SEVIS Number | Program / School                   | Batch Ar      |
| Abell                                     | Kathy Test     |             | TEMP3978...      | N0000150986  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Abell                                     | Kathy Test     |             | TEMP3978...      | N0000150986  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Al Yami                                   | Naji           |             | EW23             | N0000051470  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Câi                                       | Jiawei         | DEMO        | TEMP7533...      | N0000141875  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Chen                                      | Anting         |             | TEMP6888...      | N0000141846  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Chen                                      | Anting         |             | TEMP6888...      | N0000141846  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Chen                                      | Siyuan         | DEMO        | TEMP2566...      | N0000141832  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Dillon                                    | Matt           | Sheriff     | TEMP6565...      | N0000147496  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Fang                                      | Xihan          |             | TEMP1375...      | N0000141844  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Hobbes                                    | Tiger          |             | EW02             | N0000051449  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Jiahui                                    | Lin            |             | TEMP7643...      | N0000145502  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Li  | Anqi           |             | TEMP3163...      | N0000141842  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| LombardiTEST                              | Geraldino TEST |             | IU34567876       | N0000140796  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Lu  | Ailun          |             | TEMP6911...      | N0000141833  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Lu  | Ailun          |             | TEMP6911...      | N0000141833  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Ni  | Anqi           | TEST        | IUID748587       | N0000141843  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Niu                                       | Binghui        |             | TEMP2020...      | N0000141851  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Pang                                      | Anqi           |             | IUID794267       | N0000141845  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Patel                                     | Rashid TEST    |             | IU915971         | N9998887776  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Reynolds                                  | Matt           | Otis        | TEMP6764...      | N0000000001  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| September                                 | Demo           |             | TEMP2239...      | N0000151069  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Shoa                                      | Zihang         |             | TEMP3684...      | N0000141834  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Shoa                                      | Zihang         |             | TEMP3684...      | N0000141834  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Spurgetis                                 | Nik            | DEMO        | TEMP9508...      | N0000141840  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Spurgetis                                 | Nik            | DEMO        | TEMP9508...      | N0000141840  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |
| Student A                                 | EForm Workshop |             | EW01             | N0000051448  | F-1: Demo Campus (SEA214F28700003) | Batch: Update |

## 4.0

| Control Center Batch Management Batch Processed Transactions X Search International Profiles Captain America |               |              |                                    |              |
|--|---------------|--------------|------------------------------------|--------------|
| Name   | University ID | SEVIS Number | Program / School                   |              |
| Chen, Siyuan DEMO  | TEMP256660    | N0000141832  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Fang, Xihan  | TEMP137525    | N0000141844  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Jiahui, Lin  | TEMP764327    | N0000145502  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Li, Anqi   | TEMP316315    | N0000141842  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| LombardiTEST, Geraldino TEST   | IU34567876    | N0000140796  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Lu, Ailun  | TEMP691151    | N0000141833  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Lu, Ailun  | TEMP691151    | N0000141833  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Ni, Anqi TEST  | IUID748587    | N0000141843  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Niu, Binghui   | TEMP202074    | N0000141851  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Pang, Anqi   | IUID794267    | N0000141845  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Patel, Rashid TEST   | IU915971      | N9998887776  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| September, Demo  | TEMP223952    | N0000151069  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Shoa, Zihang   | TEMP368487    | N0000141834  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Shoa, Zihang   | TEMP368487    | N0000141834  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Spurgetis, Nik DEMO  | TEMP950803    | N0000141840  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Spurgetis, Nik DEMO  | TEMP950803    | N0000141840  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Student A, E-Form Workshop   | EW01          | N0000051448  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Student AA, E-Form Workshop  | EW27          | N0000051503  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |
| Student B, E-Form Workshop   | EW02          | N0000051449  | F-1: Demo Campus (SEA214F28700003) | Reprint Docu |

# Batch Processed Records Buttons more closely...



- Open Selected Student/Scholar Record(s)
- Select All
- Filter

# Batch PDF Documents

## 3.7.3

| View SEVIS Batch PDF Documents [DEMO] |                |             |                  |              |                   |                                    |
|---------------------------------------|----------------|-------------|------------------|--------------|-------------------|------------------------------------|
| Return Date SEVIS Batch PDF Files:    |                |             | 10/21/2015       |              |                   |                                    |
| SEVIS Organization Code:              |                |             | F-1: Demo Campus |              |                   |                                    |
| Last Name                             | First Name     | Middle Name | University ID    | SEVIS Number | PDF Document Type | Program / School                   |
| Abell                                 | Kathy Test     |             | TEMP3978...      | N0000150986  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Abell                                 | Kathy Test     |             | TEMP3978...      | N0000150986  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Chen                                  | Anting         |             | TEMP6888...      | N0000141846  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Chen                                  | Anting         |             | TEMP6888...      | N0000141846  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Fang                                  | Xihan          |             | TEMP1375...      | N0000141844  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Jiahui                                | Lin            |             | TEMP7643...      | N0000141878  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Li                                    | Anqi           |             | TEMP3163...      | N0000141842  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| LombardiTEST                          | Geraldino TEST |             | IU34567876       | N0000140796  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Lu                                    | Ailun          |             | TEMP6911...      | N0000141833  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Lu                                    | Ailun          |             | TEMP6911...      | N0000141833  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Niu                                   | Binghui        |             | TEMP2020...      | N0000141851  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Pang                                  | Anqi           |             | IUID794267       | N0000141845  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| September                             | Demo           |             | TEMP2239...      | N0000151069  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Shoa                                  | Zihang         |             | TEMP3684...      | N0000141834  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Shoa                                  | Zihang         |             | TEMP3684...      | N0000141834  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Spurgetis                             | Nik            | DEMO        | TEMP9508...      | N0000141840  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Spurgetis                             | Nik            | DEMO        | TEMP9508...      | N0000141840  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Training                              | Optional       | Practical   | TEMP5649...      | N0000149504  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Wayne                                 | Bruce          |             | TEMP6857...      | N0000144013  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Wei                                   | Jia            |             | TEMP3512...      | N0000142046  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Yuan                                  | Baoyin         |             | TEMP2349...      | N0000141848  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |
| Zhang                                 | Baiyan         | test        | TEMP1621...      | N0000141847  | Reprint Document  | F-1: Demo Campus (SEA214F28700003) |

## 4.0

| Control Center               |  |  |  |  | Batch Management |  |  |  |  | Batch Returned Documents X |  |  |  |  | Batch Returned Documents           |  |  |  |  | Batch Processed Transactions |  |  |  |  | See |  |  |  |  |
|------------------------------|--|--|--|--|------------------|--|--|--|--|----------------------------|--|--|--|--|------------------------------------|--|--|--|--|------------------------------|--|--|--|--|-----|--|--|--|--|
|                              |  |  |  |  |                  |  |  |  |  |                            |  |  |  |  |                                    |  |  |  |  |                              |  |  |  |  |     |  |  |  |  |
| Name                         |  |  |  |  | University ID    |  |  |  |  | SEVIS Number               |  |  |  |  | Program / School                   |  |  |  |  |                              |  |  |  |  |     |  |  |  |  |
| Abell, Kathy Test            |  |  |  |  | TEMP397835       |  |  |  |  | N0000150986                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Abell, Kathy Test            |  |  |  |  | TEMP397835       |  |  |  |  | N0000150986                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Chen, Anting                 |  |  |  |  | TEMP688886       |  |  |  |  | N0000141846                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Chen, Anting                 |  |  |  |  | TEMP688886       |  |  |  |  | N0000141846                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Chen, Siyuan DEMO            |  |  |  |  | TEMP256660       |  |  |  |  | N0000141832                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Fang, Xihan                  |  |  |  |  | TEMP137525       |  |  |  |  | N0000141844                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Jiahui, Lin                  |  |  |  |  | TEMP764327       |  |  |  |  | N0000145502                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Li, Anqi                     |  |  |  |  | TEMP316315       |  |  |  |  | N0000141842                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| LombardiTEST, Geraldino TEST |  |  |  |  | IU34567876       |  |  |  |  | N0000140796                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Lu, Ailun                    |  |  |  |  | TEMP691151       |  |  |  |  | N0000141833                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Lu, Ailun                    |  |  |  |  | TEMP691151       |  |  |  |  | N0000141833                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Niu, Binghui                 |  |  |  |  | TEMP202074       |  |  |  |  | N0000141851                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Pang, Anqi                   |  |  |  |  | IUID794267       |  |  |  |  | N0000141845                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| September, Demo              |  |  |  |  | TEMP223952       |  |  |  |  | N0000151069                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Shoa, Zihang                 |  |  |  |  | TEMP368487       |  |  |  |  | N0000141834                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Shoa, Zihang                 |  |  |  |  | TEMP368487       |  |  |  |  | N0000141834                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Spurgetis, Nik DEMO          |  |  |  |  | TEMP950803       |  |  |  |  | N0000141840                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Spurgetis, Nik DEMO          |  |  |  |  | TEMP950803       |  |  |  |  | N0000141840                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Training, Optional Practical |  |  |  |  | TEMP564980       |  |  |  |  | N0000149504                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |
| Wayne, Bruce                 |  |  |  |  | TEMP685779       |  |  |  |  | N0000144013                |  |  |  |  | F-1: Demo Campus (SEA214F28700003) |  |  |  |  | Reprint Document             |  |  |  |  |     |  |  |  |  |

# Batch Processed PDFs Buttons more closely...



- Open the Selected Student/Scholar Record(s)
- Select All
- Open Selected
- Print Selected
- Filter



# Printing



- Replaces View Merged Documents
- Printer must be installed on server
  - like automated Checklist Letter printing
- Allows duplex
- Allows printing ranges (“1-2, 4-11”)

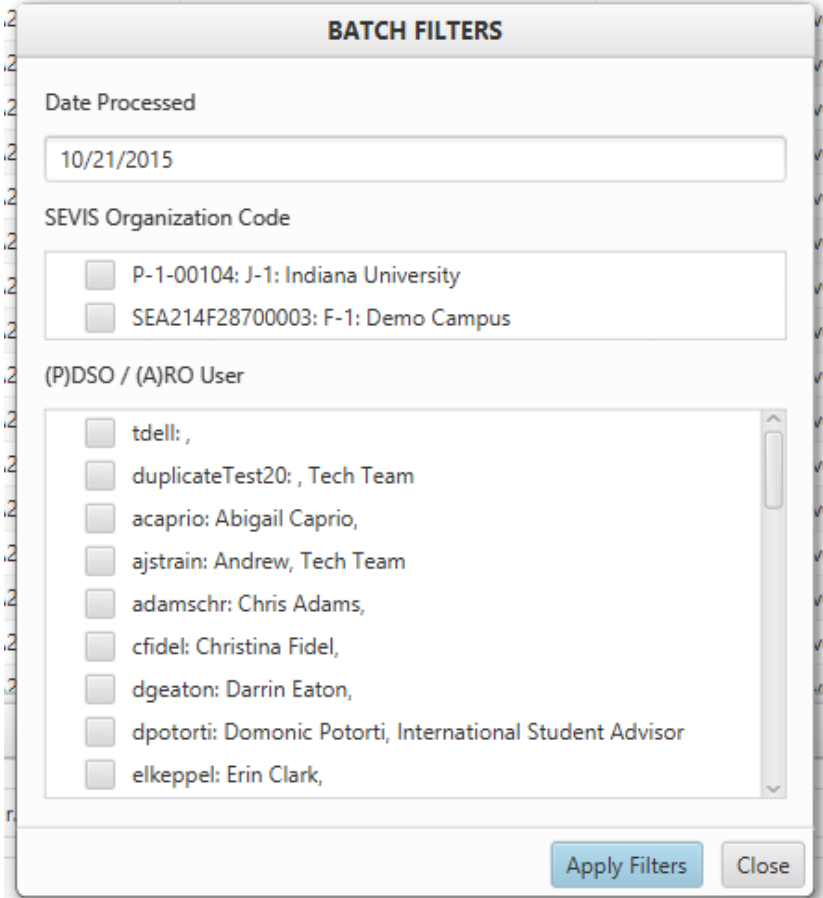
# Transaction and Returned PDF Filter Changes

## 3.7.3

- Date (1)
- SEVIS School/Program (1)

## 4.0

- Date (1)
- SEVIS School/Program (1+)
- (P)DSO/(A)RO (1+)



The screenshot shows a 'BATCH FILTERS' dialog box with the following fields and options:

- Date Processed:** A text field containing '10/21/2015'.
- SEVIS Organization Code:** A list box with two options:
  - ☐ P-1-00104: J-1: Indiana University
  - ☐ SEA214F28700003: F-1: Demo Campus
- (P)DSO / (A)RO User:** A list box with nine options, each preceded by an unchecked checkbox:
  - tdell: ,
  - duplicateTest20: , Tech Team
  - acaprio: Abigail Caprio,
  - ajstrain: Andrew, Tech Team
  - adamschr: Chris Adams,
  - cfidel: Christina Fidel,
  - dgeaton: Darrin Eaton,
  - dpotorti: Domonic Potorti, International Student Advisor
  - elkeppel: Erin Clark,

At the bottom right of the dialog box are two buttons: 'Apply Filters' and 'Close'.

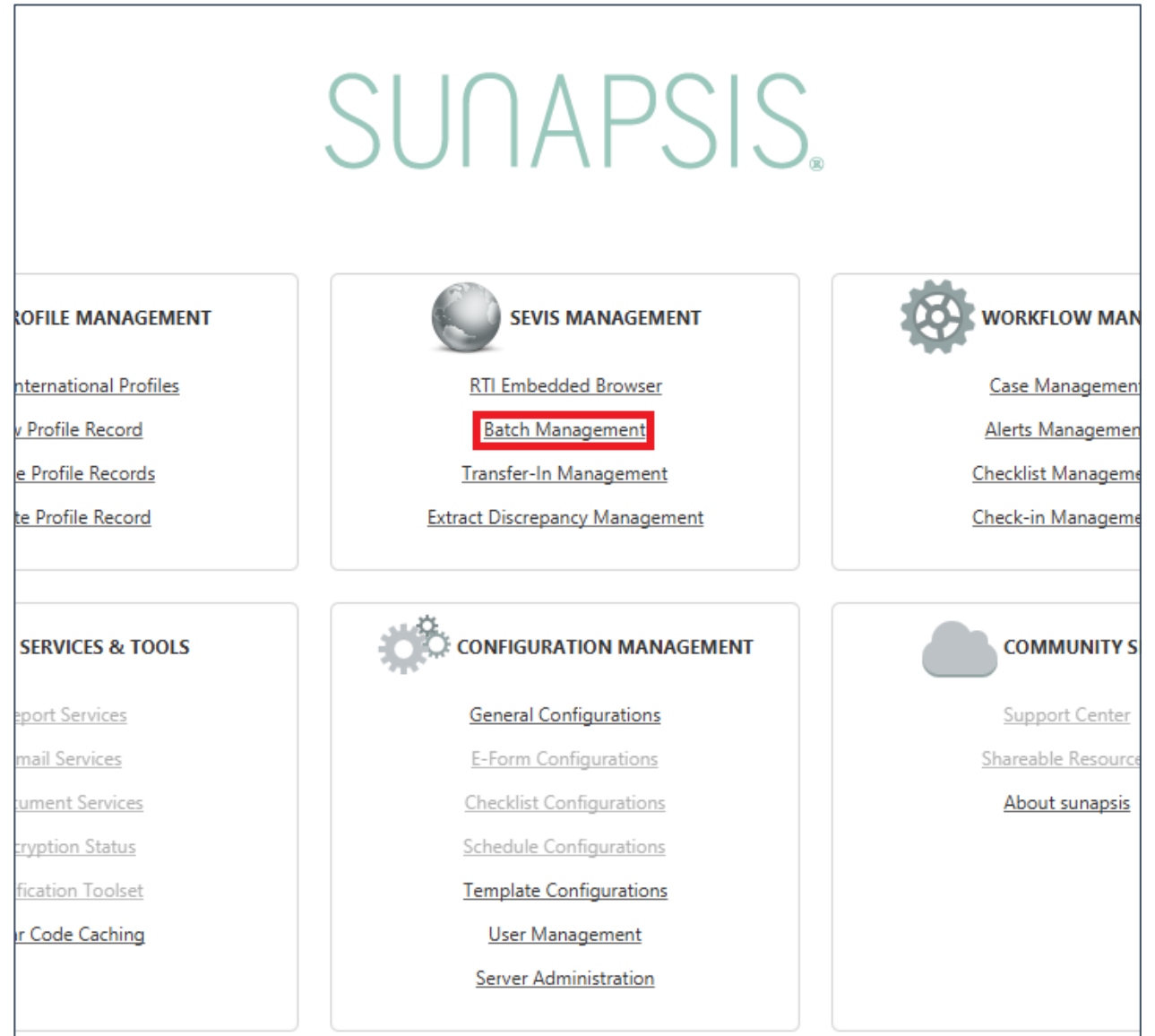
# Batch Management

See the change, Be the change

SUNAPSIS®

# Getting to Batch Management

Access Batch Management from the Control Center





Structures: 224

#### FILTER BY LAST NAME RANGE

Range: A-Z

#### FILTER BY BATCH TRANSACTION STATUS

Batch Approved

Batch Pending

#### BATCH PROCESSED OPTIONS

[Batch Processed Transactions](#)[Batch Returned Documents](#)

#### TRANSACTION INFORMATION

Batch Error: 0

Batch Uploaded: 0

Batch Approved: 45

Batch Pending: 986

#### Most Recent Processed Transactions

09/27/2018 1 Transactions

09/26/2018 1 Transactions

09/25/2018 2 Transactions

#### Most Recent Returned Documents

07/31/2018 1 Documents




07/24/2018 1 Documents

07/06/2018 1 Documents


| Status           | Program / School                    | Structure                          | Count |
|------------------|-------------------------------------|------------------------------------|-------|
| ✓ Batch Approved | J-1: Indiana University (P-1-00104) | Create New DS-2019                 | 1     |
| ✓ Batch Approved | J-1: Indiana University (P-1-00104) | Site of Activity   Edit            | 1     |
| ✓ Batch Approved | J-1: Indiana University (P-1-00104) | Update Biographical Information    | 1     |
| ✓ Batch Approved | J-1: Indiana University (P-1-00104) | Update US Address                  | 1     |
| ✓ Batch Approved | F-1: Demo Campus (SEA214F28700003)  | Create New I-20                    | 7     |
| ✓ Batch Approved | F-1: Demo Campus (SEA214F28700003)  | Dependent   Add                    | 7     |
| ✓ Batch Approved | F-1: Demo Campus (SEA214F28700003)  | Drop Below Full Course   Add       | 1     |
| ✓ Batch Approved | F-1: Demo Campus (SEA214F28700003)  | Education Level   Cancel           | 1     |
| ✓ Batch Approved | F-1: Demo Campus (SEA214F28700003)  | Reprint Document                   | 6     |
| ✓ Batch Approved | F-1: Demo Campus (SEA214F28700003)  | Status   Cancel Program            | 5     |
| ✓ Batch Approved | F-1: Demo Campus (SEA214F28700003)  | Update Biographical Information    | 2     |
| ✓ Batch Approved | F-1: Demo Campus (SEA214F28700003)  | Update Communication               | 2     |
| ✓ Batch Approved | F-1: Demo Campus (SEA214F28700003)  | Update Foreign Address             | 1     |
| ✓ Batch Approved | F-1: Demo Campus (SEA214F28700003)  | Update US Address                  | 9     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Add Dependent                      | 1     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Add Employment Information         | 4     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Add New Dependent Information      | 8     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Add OPT Employer Information       | 1     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Add Student Academic Training      | 1     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Add Student Employment             | 6     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | CPT Employment   Add               | 2     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | CPT Employment   Cancel            | 8     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Cancel Change of Level             | 2     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Cancel Optional Practical Training | 2     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Cancel Reinstatement               | 5     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Cancel Student                     | 3     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Change Education Level             | 4     |
| 📄 Batch Pending  | J-1: Indiana University (P-1-00104) | Change of Category Request         | 3     |

Control Center


Batch Management X



Structures: 230


 FILTER BY LAST NAME RANGE

Range: A-Z

 FILTER BY BATCH TRANSACTION STATUS


Batch Approved

Batch Uploaded

 BATCH PROCESSED OPTIONS

[Batch Processed Transactions](#)

[Batch Returned Documents](#)

 TRANSACTION INFORMATION

Batch Error: 0

Batch Uploaded: 953

Batch Approved: 45

Batch Pending: 0

Most Recent Processed Transactions

08/30/2018 2 Transactions

08/29/2018 2 Transactions

08/28/2018 2 Transactions

Most Recent Returned Documents

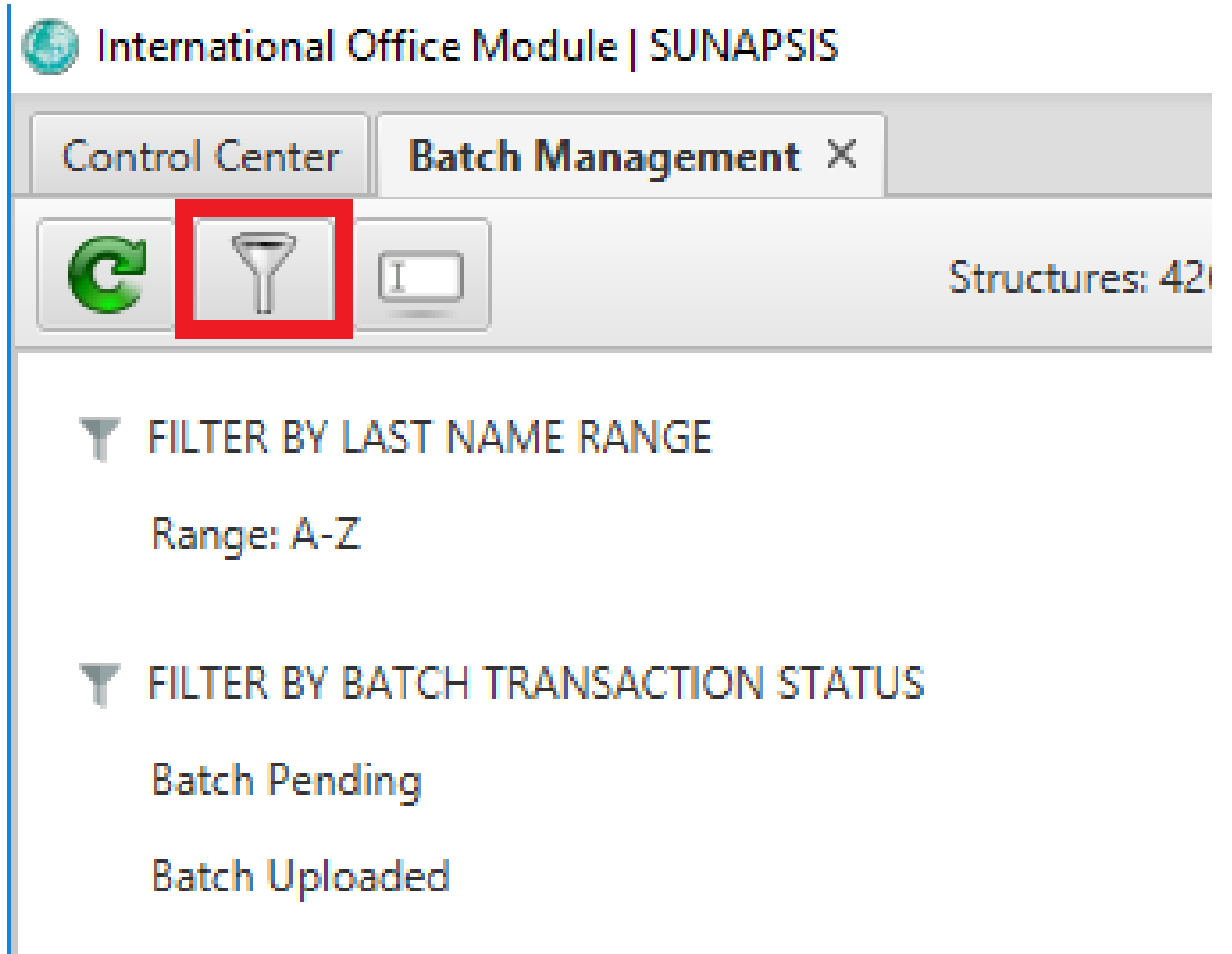
07/31/2018 1 Documents

07/24/2018 1 Documents

07/06/2018 1 Documents

# Left Side Menu

# Filtering



# Filter Menu

The screenshot displays the SUNAPSIS Batch Management interface. At the top, there are two tabs: "Control Center" and "Batch Management X". Below the tabs, there are two icons: a green circular arrow and a funnel icon. The funnel icon is highlighted with a blue dashed border, and a mouse cursor is pointing at it. A dropdown menu is open, listing several filter options:

- Filter By Last Name Range
- Filter By Campus/Institution
- Filter By Batch Transaction Status
- Filter By Batch Transaction Structure
- Filter By Student / Scholar SEVIS Status
- Filter By F-1 Education Level
- Filter By J-1 Category
- Filter By Include Selected Alerts
- Filter By Exclude Selected Alerts

Below the filter menu, there are several sections in the interface:

- FILTER BY LAST NAME RANGE**  
Range: A-Z
- FILTER BY BATCH TRANSACTION STATUS**  
Batch Approved  
Batch Pending
- BATCH PROCESSED OPTIONS**  
Batch Processed  
Batch Returned
- TRANSACTION INFORMATION**

On the right side of the interface, there is a table with a "Status" column. The table contains 12 rows, each with a yellow checkmark icon and the text "Batch Approved".

| Status           |
|------------------|
| ✓ Batch Approved |
| ✓ Batch Approved |
| ✓ Batch Approved |
| ✓ Batch Approved |
| ✓ Batch Approved |
| ✓ Batch Approved |
| ✓ Batch Approved |
| ✓ Batch Approved |
| ✓ Batch Approved |
| ✓ Batch Approved |
| ✓ Batch Approved |
| ✓ Batch Approved |



# Filter Menu

Structures: 224

| Status         | Program / School                    | Structure          |
|----------------|-------------------------------------|--------------------|
| Batch Approved | J-1: Indiana University (P-1-00104) | Create New DS-2019 |

**FILTER BY BATCH TRANSACTION STRUCTURE**

- ☐ Add Dependent
- ☐ Add Employment Information
- ☐ Add New Dependent Information
- ☐ Add OPT Employer Information
- ☐ Add OPT Employment Information
- ☐ Add Student Academic Training
- ☐ Add Student Employment
- ☐ Cancel Change of Level
- ☐ Cancel Optional Practical Training
- ☐ Cancel Reinstatement
- ☐ Cancel Student
- ☐ Cancel Transfer
- ☐ Change Education Level
- ☐ Change of Category Request
- ☐ Complete Program

Apply Filters Close

|               |                                     |                               |
|---------------|-------------------------------------|-------------------------------|
| Batch Pending | J-1: Indiana University (P-1-00104) | Add Student Academic Training |
| Batch Pending | J-1: Indiana University (P-1-00104) | Add Student Employment        |
| Batch Pending | J-1: Indiana University (P-1-00104) | CPT Employment   Add          |

# The Batches

International Office Module | SUNAPSIS

Control Center

Batch Management X

Structures: 230

FILTER BY LAST NAME RANGE

Range: A-Z

FILTER BY BATCH TRANSACTION STATUS

Batch Approved

Batch Uploaded

BATCH PROCESSED OPTIONS

Batch Processed Transactions

Batch Returned Documents

TRANSACTION INFORMATION

Batch Error: 0

Batch Uploaded: 953

| Status         | Program / School                    | Structure                      | Count |
|----------------|-------------------------------------|--------------------------------|-------|
| Batch Uploaded | J-1: Indiana University (P-1-00104) | Update Financial Information   | 2     |
| Batch Uploaded | J-1: Indiana University (P-1-00104) | Update Initial Information     | 2     |
| Batch Uploaded | J-1: Indiana University (P-1-00104) | Update Off Campus Employment   | 5     |
| Batch Uploaded | J-1: Indiana University (P-1-00104) | Update Personal Information    | 2     |
| Batch Uploaded | J-1: Indiana University (P-1-00104) | Update Program Data            | 6     |
| Batch Uploaded | J-1: Indiana University (P-1-00104) | Update Program Information     | 5     |
| Batch Uploaded | J-1: Indiana University (P-1-00104) | Update US Address              | 5     |
| Batch Uploaded | J-1: Indiana University (P-1-00104) | Validate Participant           | 4     |
| Batch Uploaded | F-1: Demo Campus (SEA214F28700003)  | Add Dependent                  | 6     |
| Batch Uploaded | F-1: Demo Campus (SEA214F28700003)  | Add Employment Information     | 8     |
| Batch Uploaded | F-1: Demo Campus (SEA214F28700003)  | Add New Dependent Information  | 4     |
| Batch Uploaded | F-1: Demo Campus (SEA214F28700003)  | Add OPT Employer Information   | 5     |
| Batch Uploaded | F-1: Demo Campus (SEA214F28700003)  | Add OPT Employment Information | 3     |
| Batch Uploaded | F-1: Demo Campus (SEA214F28700003)  | Add Student Academic Training  | 5     |
| Batch Uploaded | F-1: Demo Campus (SEA214F28700003)  | Add Student Employment         | 6     |
| Batch Uploaded | F-1: Demo Campus (SEA214F28700003)  | Cancel Change of Level         | 7     |

# The Batches

[illegible]

# “Add New” Button

The screenshot displays the SUNAPSIS interface. At the top, there are tabs for 'Control Center', 'Batch Management', 'Batch Uploaded: Update US Address', and 'Batch Uploaded: OPT Employer | Edit'. Below the tabs is a toolbar with several icons. The 'Add New' icon, represented by a green plus sign, is highlighted with a red rectangular box. Below the toolbar, the left sidebar shows a tree view with 'Xin Li' and 'TEMP994056 (102229) |'. Under 'Xin Li', there are tabs for 'Transaction', 'Additional Information', and 'Review Change'. The 'Transaction' tab is selected, showing a list of transactions. The main area on the right is a table with three columns: 'Name', 'University ID', and 'SEVIS Number'. The table contains several rows of data, with the row for 'Li, Xin' highlighted in blue.

| Name                  | University ID | SEVIS Number |
|-----------------------|---------------|--------------|
| Hinton, Dorothy       | DG00110742    | N0000110742  |
| Li, Xin               | TEMP994056    | N0000102229  |
| Li, Xin               | TEMP994056    | N0000102229  |
| Li, Xin               | TEMP994056    | N0000102229  |
| Mc Clure, Kevin Sonia | DG00111457    | N0000111457  |
| Mullen, Tricia Olga   | DG00110574    | N0000110574  |

Remember how  
address batches  
worked sunapsis 3?

Batch Pending | Update US Address (SEA214F28700000) #5 [TEST]

1 / 5 Records

| Last Name | First Name | Middle Name | University ID |
|-----------|------------|-------------|---------------|
| TEST      |            |             | TEMP2087...   |
| TEST      |            |             | TEMP1976...   |
| TEST      |            |             | 2000205318    |
| TEST      |            |             | 2000205318    |
| TEST      |            |             | TEMP1312...   |

**Update US Address [TEST]**

SEVIS Number \* N0011643784

Street 1 \* 531 N College Ave Apt 105

Street 2

City \* Bloomington

State \* Indiana

Postal Code \* 47404

Email \*

Override Reason Over-ride other

Override Other Reason

Address Doctor Issues




(21 / 200)

Print I-20

# Moved to Individual Record

**OLGA ANGELIA LOGAN**  
DG00111382 (111382) | N0000111382





- ▶ Profile Management
- ▶ Record Management
- ▶ Document Management
- ▶ Workflow Management
- SEVIS Management
  - SEVIS Transactions
  - Generate New SEVIS Batch

▼ F-1 Student

- ▶ Create New Document
- ▶ Action Structures
- ▶ Dependent Structures
- ▼ Edit Structures
  - Update Biographical Information
  - Update US Address**
  - Update Foreign Address
  - Update US Mailing Address
  - Update Program Information
  - Update Financial Information
  - Education Level | Change
  - Education Level | Cancel
- ▶ Employment / Training
- ▶ J-1 Exchange Visitor

Profile Information | Advisor Center | **Batch Update US Address** ✕

 GENERATE AN APPROVED SEVIS BATCH   

SEVIS Number \*

Street 1 \*

Street 2

City \*

State \*

Postal Code \*

Email \*

Override Reason





Override Other Reason

(0 / 200)

Print I-20 ☐

# Apply Rules and Swap Address Lines

Profile Information | Advisor Center | **Batch Update US Address** X





 GENERATE AN APPROVED SEVIS BATCH   

SEVIS Number \*

Street 1 \*

Street 2

Profile Information | Advisor Center | **Batch Update US Address** X

 GENERATE AN APPROVED SEVIS BATCH   

SEVIS Number \*

Street 1 \*

Street 2

# Additional Information Tab

Control Center Batch Management Batch Pending: Update US Address X Xin Li Search Inter

Transaction Additional Information Review Change

**Xin Li**  
TEMP994056 (102229) | N0000102229

SEVIS Number  
N0000102229

Program / School  
F-1: Demo Campus

Structure  
Update US Address

Status  
Batch Pending

Batch / RTI  
Batch: Update F-1 Student

User ID  
gthieb9841

Full User Name

Request ID  
86186

Batch ID  
17019

Processing Information  
venit. quorum Longam, homo, apparens plorum pluris

Last Updated  
11/06/2018 01:00 AM

Associated to E-Form  
0

Record Number  
14561

Name  
Gay, Scot Donna  
Li, Xin  
Peters, Kendrick



# Review Change Tab

Batches that are updated by the data feed will have a change log. These can be viewed on the individual recorded as well as on the Review Change tab in Batch Management.

The screenshot displays the SUNAPSIS software interface. At the top, there is a toolbar with various icons. Below the toolbar, the user's name 'Xin Li' and a unique identifier 'TEMP994056 (102229) | N0000102229' are shown. The interface is divided into two main sections: a left pane for data entry and a right pane for a list of records.

The left pane is titled 'NEW DATA QUEUED TO SEVIS BATCH' and contains the following fields:

- Address 1: 123 Street
- Address 2: (empty)
- City: Bloomington
- State: Indiana
- Zip Code: 47405

Below these fields, there is a section for 'Address 1' and 'Address 2' with the following values:

- Address 1: 456 Apple Way
- Address 2: (empty)
- City: Bloomington
- State: Indiana
- Postal: 47403

At the bottom of the left pane, there is a section titled 'PREVIOUS DATA ON FILE' with the following value:

- Address 1: Old Address

The right pane is titled 'Name' and contains a list of names:

- Gay, Scot Donna
- Li, Xin
- Peters, Kendrick

# What would you like to see next for Batch Management?





**Thank You!**

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AN INDIANA UNIVERSITY INNOVATION