

January 30, 2003

Dear High School Principals:

Due to significant changes in the way that the Immigration and Naturalization Service (INS) is tracking non-immigrant foreign students enrolled in our schools, we must now provide more information regarding these students, through their new tracking system, SEVIS. While the primary focus at this time is on students who have an F-1 or M-1 visa, it is important that we track all students who are visitors or on exchange programs. J-1 and F-2/M-2 students do not need to be filed through the SEVIS database, but we still need a copy of their records on file in our office.

One of the changes is that there is a fee to process these applications and to conduct the site visits to insure that the students enrolled in our schools have the proper documentation to be in the country. The cost of this program will be shared by each of the high school programs in the diocese and should be less than \$85. We will be **re-certified every two years** and there will be a charge when the application is processed.

In order to be prepared for the site visit from the INS, **all of the following information** will need to be filed in the Diocesan office, attention Virginia Trujillo or Mary Wieser immediately. Some of the information is student specific and some is to document the process and policy of the school in screening foreign students. At this time, we have not been notified when we will have our site visit, so please respond to this request in a timely manner.

We cannot accept any new F-1 or M-1 students until our certification process is complete. We will let you know as soon as the certification is received. This process will help to insure that all students are properly documented and have the authorization to study in our country. We appreciate your help in getting this information to us as part of our efforts to comply with the Federal Regulations.

If you have any questions regarding the enrollment of non-immigrant foreign students, please contact Virginia Trujillo or Mary Wieser. If you have any contact with an officer of the INS, they should be referred to Diocesan office at St. Vincent Center. We encourage each local school to keep complete files on each foreign student with the information listed below, but the official files will be kept in the in our office.