

DEC 30 2015



**U.S. Customs and
Border Protection**

MEMORANDUM FOR: Directors, Field Operations
Office of Field Operations

Director, Field Operations Academy
Director, Advance Training Center
Office of Training and Development

(b) (6), (b) (7)(C)

FROM: Todd A. Hoffman
Executive Director
Admissibility and Passenger Programs
Office of Field Operations

SUBJECT: Proper Completion of Form I-515A (Notice to Student or Exchange Visitor)

This memorandum is to remind U.S. Customs and Border Protection (CBP) officers of previously issued guidance titled *Proper Completion of Form I-515A* dated May 13, 2013, which requires that all immigration adverse actions, to include the discretionary action of a Form I-515A (Notice to Student or Exchange Visitor), must be processed in Secured Integrated Government Mainframe Access (SIGMA).

The Student and Exchange Visitor Program (SEVP) provides CBP with updates to the Form I-515A which is generated in SIGMA. The approved version of the Form I-515A, (dated 03/13) contains the following disclosure language: "Furnishing your information and providing the required documentation within the allotted time is *Mandatory*"

(b) (7)(E)

(b) (7)(E)

Additionally, applicants whose SEVIS status has been verified and confirmed as T (b) (7)(E)
I (b) (7)(E) under Section 212(a)(7)(A)(1) of the Immigration and
Nationality Act. (b) (7)(E)

(b) (7)(E)

Please ensure that this memorandum and muster are disseminated to all ports of entry within your jurisdiction. If you have any questions or require additional information, please feel free to contact (b) (6), (b) (7)(C) Acting Director, Enforcement Programs Division at (b) (6), (b) (7)(C) or (b) (6), (b) (7)(C) Program Manager at (b) (6), (b) (7)(C)

Attachment

~~For Official Use Only Law~~
~~Enforcement Sensitive~~

Weekly Muster

Week of: For Immediate Implementation
Topic: Proper completion of Form I-515A
References: Memorandum titled Proper Completion of Form I-515A dated May 13, 2013
Headquarters POC: (b) (6), (b) (7)(C)
Office: Admissibility and Passenger Programs

- This guidance is designed to remind U.S. Customs and Border Protection (CBP) officers of previously issued guidance titled *Proper Completion of Form I-515A* dated May 13, 2013, which requires that all immigration adverse actions, to include discretionary action Form I-515A (Notice to Student or Exchange Visitor), must be processed in Secured Integrated Government Mainframe Access (SIGMA).

(b) (7) (E)

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