Termination of SEVIS Record

Policy

A Designated School Official (DSO) will terminate student records in the following situations:

- Initial I-20
- Replace or Update I-20 Request
- Immigration Check-In
- Curricular Practical Training
- Post-Completion Optional Practical Training (OPT)
- Pre-Completion Optional Practical Training
- STEM OPT Extension
- Cap-Gap Extension
- Leave of Absence
- Letter Requests
- On-Campus Employment
- Reduced Course Load
- Change of Level
- Reinstatement of Status
- Suspension & Expulsion
- Transfer (In & Out)
- Travel Authorization
- Dependents
- Extend Or Shorten Your Program
- Termination of SEVIS Record
- Document Management
- Academic Program Completion
- Insufficient Funds
- Social Security Number
- Deferment
- Post-Baccalaureate Study
- Severe Economic Hardship Employment
- Visa Renewal
- Online Programs and Online Courses
**Procedure**

1. A DSO will notify the student via the student's Baylor email of the need to terminate the student's SEVIS record.
2. When possible, a student will meet with a DSO to discuss the situation and the ramifications of such action.
3. The DSO will then confirm with the student via email the date and reason for the record termination.
4. The DSO will terminate the student's record and enter any pertinent notes into the student's record.