



INTERNATIONAL STUDENT PROGRAM

FORM: SEVIS REGISTRATION

(Check-In Form)

☐ Spring ☐ Fall Year: _____

WHAT IS SEVIS REGISTRATION? A Designated School Official (DSO) must confirm your physical presence in the United States and update the contact information on your Form I-20. This is known as SEVIS Registration and is required within 30 days of every fall and spring semester. Failure to complete SEVIS Registration results in the Auto-Termination of your I-20, even if enrolled full-time.

	Type the information required below.		Print & Sign the SEVIS Registration Form		Submit to the International Student Program (SSB 410) IN PERSON
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Submit form during the first 10 days of each fall and spring semester start date. Present form and photo ID.

YOUR PERSONAL INFORMATION (type-in your information below)

LAST NAME				FIRST NAME	
DATE OF BIRTH				LACCD ID #	
EMAIL				PHONE #	

YOUR MAJOR AT WEST LOS ANGELES COLLEGE (type-in your major below)

MY ACADEMIC MAJOR IS:	
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YOUR FINANCIAL INFORMATION (select one from drop-down options below)

WHO IS RESPONSIBLE FOR YOUR TUITION AND LIVING EXPENSES?	
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YOUR ADDRESS IN THE U.S.

STREET NUMBER AND NAME				APT/UNIT	
CITY		STATE Abbreviation		ZIP CODE	

YOUR EMERGENCY CONTACT (who should we contact in case of emergency)

RELATIONSHIP TO YOU				
LAST NAME			FIRST NAME	
EMAIL ADDRESS			PHONE NUMBER	

YOUR SIGNATURE

STUDENT SIGNATURE 		DATE	
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Submit form **IN PERSON** to International Student Program (SSB 410)

NOTE: Your updated Form I-20 will be available within 10 business days. Printed copies available upon request.

INTERNATIONAL STUDENT PROGRAM OFFICE USE ONLY

☐ Received	☐ Updated SIS	☐ Updated SEVIS	☐ Updated Database
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