

**Associated Beth Rivkah Schools, Division of Higher Learning**  
**310 Crown Street, Brooklyn, NY 11225**  
**DHLSeminary@bethrivkah.edu**

**SEVIS STUDENT REPORTING REQUIREMENTS**

Dear Foreign Student,

We look forward to having you as a student at Beth Rivkah Schools.

Prior to issuing your SEVIS (Student and Exchange Visitor Program) I-20, it is important that you and your parents be aware of the SEVIS – IMMIGRATION reporting requirements for Student Records.

Associated Beth Rivkah Schools must have a file for each foreign student. This information is entered on the SEVIS Website. This file will be updated whenever any change occurs. SEVIS (IMMIGRATION) will **automatically** be informed of any changes.

The student record includes the following information:

1. Student's initial enrollment date at the school
2. End date of the first term
3. Start date of the next term
4. Student's address and any change to that address - **You must provide your DSO (Designated School Official) Mrs. Shaindel Akselrod, with your address in the U.S. Any time you change your address you are required to notify the DSO and your record will be updated.**
5. Student's graduation date
6. Any failure to enroll, maintain status or complete the program - **If you do not come at the beginning of the school year, if you are absent for 10 consecutive days, if you do not maintain satisfactory progress (you do not complete your assignment and tests) this information will be entered on your SEVIS student record.**
7. Date of termination of enrollment and reason for termination - **If you terminate your enrollment, the date of termination will be entered on your student record.**

**YOU MUST ENROLL WITH THE DSO (Designated School Official)**

**Mrs. Shaindel Akselrod, Beth Rivkah, main office 310 Crown Street**

**WHEN YOU ARRIVE IN THE US. BRING A COPY OF YOUR I-20 VISA AND YOUR LOCAL ADDRESS.**

**Failure to do this may terminate your visa**

Please make sure that you understand all of the above. If you do not, please make sure to ask someone to explain it to you.

I have read all of the above and agree to report any changes of address, or any change in my enrollment status to the Designated School Official, Mrs. Shaindel Akselrod. I understand that all changes will be updated on my SEVIS (Immigration) student record as soon as they occur.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date