

# User Guide

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## Getting Started

Welcome to the NAFSA Adviser's Manual 2.0! To get started, open your Web browser and go to the NAFSA Web site [www.nafsa.org](http://www.nafsa.org).

Click the **Adviser's Manual** tab at the bottom of the left navigation bar.



If you are already logged in to the NAFSA Web site, you will be brought to the Adviser's Manual home page. If you have not yet logged in to the NAFSA site, you will be brought to the NAFSA log-in screen:

Log in using your regular NAFSA username and password. When you do, you will be brought to the Adviser's Manual home page.

## The Adviser's Manual Home Page

After logging in to the Adviser's Manual, you will be brought to the Adviser's Manual homepage. From here, you can:

- Open the Manual
- Read the latest news
- Manage your license and any additional user licenses you own
- Contact NAFSA with questions about your Adviser's Manual license

The screenshot shows the NAFSA Adviser's Manual homepage. At the top, there is a banner with the text "Adviser's Manual" and "Your Essential Source for Higher Education Immigration Information". Below the banner, the main heading reads "Welcome to the NAFSA Adviser's Manual". There are social media sharing options for Share, Tweet (0), and Like (1). A prominent "LAUNCH Open the MANUAL 2.0" button is highlighted with a blue arrow pointing to it from the left. To the right of the button, text states: "The NAFSA Adviser's Manual 2.0 is available now! Entirely online, searchable, with new user features like bookmarks, notes, and section printing that let you make it your own." Below this is a link "Open the Manual" with a document icon. Another blue arrow points to the "Open the Manual" link. Further down, there is a link "Or continue using the prior Adviser's Manual Online" with a document icon and a note "(The older version will no longer be updated after May 1, 2011)". Below that is a section "Read the latest immigration-related news and recent updates to the Adviser's Manual. View all here." A blue arrow points to this section. The "News and Announcements" section contains two items: "DOS Unveils New J-1 Exchange Program Web Site" posted on June 07, 2011 11:00:02 am, and "NAFSA Comments On USCIS Transformation Plan For Form I-539" posted on June 07, 2011 10:19:29 am. On the right side, there is a "My Account" sidebar with links for "Manage my License", "Ordering Information", "Orders by Phone" (866.538.1927 (Toll Free) or 240.646.7036), "Orders by Mail or Fax Order Form (105kb)", "Questions & Comments", "About the Adviser's Manual", and "Contact Us". Blue arrows point to the "Manage my License" and "About the Adviser's Manual" links.

## Opening The Manual

To open the Adviser's Manual, click the **Open the Manual** icon. The Manual will open in a new window.

### Welcome to the NAFSA Adviser's Manual



The NAFSA Adviser's Manual 2.0 is available now! Entirely online, searchable, with new user features like bookmarks, notes, and section printing that let you make it your own.

[Open the Manual](#)

The screenshot shows the main interface of the NAFSA Adviser's Manual 2.0. At the top, there is a header with the title "NAFSA Adviser's Manual 2.0". Below the header is a navigation bar with links for "My notes", "Messages from the editor", "My bookmarks", and "My chapter updates", along with a search box labeled "Search Adviser's Manual:". The main content area is titled "Adviser's Manual Live" and includes options to "Set as homepage" and "Reset to default". A welcome message reads "Welcome to the NAFSA Adviser's Manual 2.0." Below this is a list of chapters:

- Chapter 1 About The Adviser's Manual
- Chapter 2 The U.S. Immigration System
- Chapter 3 F-1 Students
- Chapter 4 J-1 Exchange Visitors
- Chapter 5 M-1 Students
- Chapter 6 SEVIS Systems
- Chapter 7 H-1B Workers
- Chapter 8 NPWC Prevailing Wage Determinations
- Chapter 9 O-1 and TN Workers
- Chapter 10 Visitors
- Chapter 11 Nonimmigrants
- Chapter 12 PERM Labor Certs
- Chapter 13 Permanent Residence
- Chapter 14 Other Categories
- Chapter 15 Institutional Topics
- Chapter 16 Reference Appendix

## Make it yours: Setting your own Manual start page

When you first open the Manual, it will open at the "beginning."

You can use the **"Set as Homepage"** function to set the Manual to open on whichever chapter or major section you want it to. For example, if you mostly use Chapter 3 – F-1 Students, you may want the Manual to begin at that chapter each time you open it. To do this:

- Go to the Chapter or section you wish to be your "homepage"
- Click the **"Set as homepage"** link.
- A message will appear at the top of that page that says, **"This page is set as your homepage."**
- The next time you open the Manual, it will open to that page.
- If you'd like to reset the homepage to the default, just click the **"Reset to default"** link.
- If you're on another page that you'd like to set as your homepage, for example, Chapter 4, just click the **"Set as homepage"** link on that page.

The screenshot shows the NAFSA Adviser's Manual 2.0 interface. At the top, there's a navigation bar with "My notes | Messages from the editor | My bookmarks | My chapter updates" and a search box labeled "Search Adviser's Manual:". Below this is a sidebar titled "Adviser's Manual Live" with a list of chapters. Chapter 3 F-1 Students is highlighted. The main content area shows the title "Chapter 3 F-1 Students" with a "Set as homepage" link and a blue arrow pointing to it. Below the title is a paragraph of text about F-1 students.

### Chapter 3 F-1 Students

This page is set as your homepage.

[Reset to default](#)

### Chapter 4 J-1 Exchange Visitors

[Set as homepage](#)

[Reset to default](#)

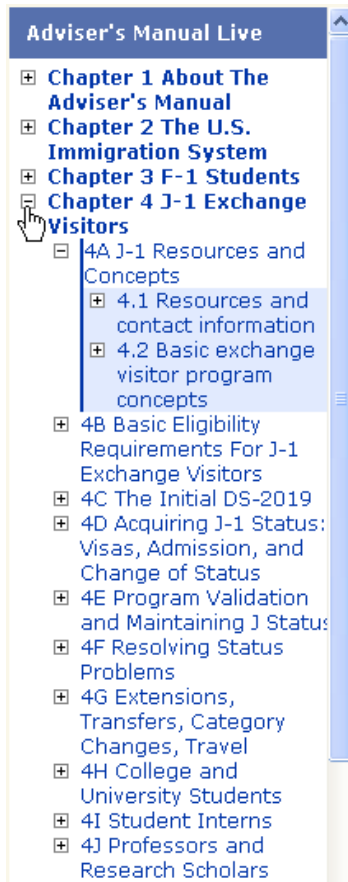
The J Exchange Visitor category was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall purpose of that Act, and the objective of the Exchange Visitor category, is "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges."

## Navigating and Searching The Manual

Several tools help you find information in the Manual:

- Table of Contents (see page 6)
- Search Functionality (see page 7)
- Internal Cross-References (see page 8)
- Bookmarks you create for yourself (see page 10)

### Table of Contents



An **expanding Table of Contents** lets you browse the Manual by Chapter and Section. Click on the “plus” sign to expand a Chapter or Section’s table of contents. Click on the “minus” sign to collapse the chapter or section’s table of contents.

Adviser's Manual Chapters present detailed information on procedures for the immigration categories that advisers most frequently encounter, as well as information on laws, procedures, and concepts that affect all immigration categories.

When you’ve found the section you’re looking for, click on it to be taken directly to that section. A status line will appear to the left of the section you’ve navigated to.

The Adviser's Manual is organized into numbered chapters and sections to enable precise interconnectivity and cross-referencing. The Manual numbers individual sections in decimal outline format, to 6 outline levels. These sections are indicated by a particular heading style, with the number appearing to the left of the section title.

#### The Adviser's Manual paragraph number system example:

Chapter Level: Chapter 1

Part Level: Part A (contains several related sections)

Section Level: Section 1.1 (contains a single major topic)

Subsection Levels: 1.1.1 (subsections contain increasing layers of detail on the topic of the level before it)

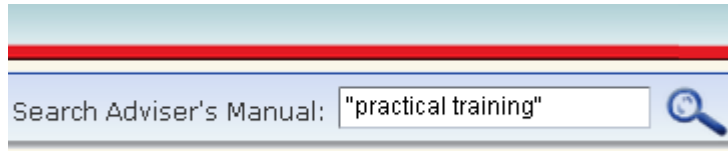
1.1.2

1.1.2.1

1.1.2.1.1

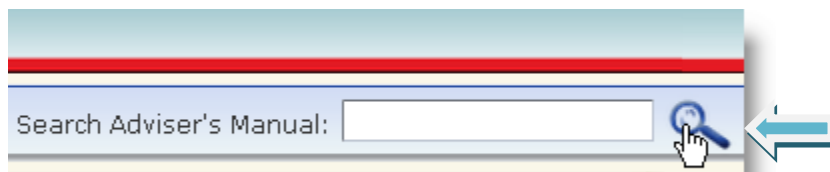
## Basic and Advanced Search Functions

Do a simple search of the entire Manual by using the **Search** box at the top of every page:



Putting more than one word in the basic search box will yield an "and" search. For example, putting the words **practical** next to the word **training** in the box will result in a yield of sections that contain both the word practical *and* training, in addition to the term *practical training*. To limit the search to a specific phrase, simply put quotes around the phrase; for example, put in "**practical training**" if you're interested in that term only. Hit your **Enter** key to execute the search.

To perform an **advanced search**, click the **magnifying glass icon** next to the search box...



Click the **Advanced search** link to display the *Advanced Search* screen.

Click the **Search Tips** link for some helpful hints.

On the *Advanced Search* screen, you can limit your search to particular words or phrases, as well as to specific sections in the Manual. Click the **Advanced Search** button to execute your search.

**Search**

[Search Tips](#)

Enter your keywords:

▼ [Advanced search](#)

**Containing any of the words:**

**Containing the phrase:**

**Containing none of the words:**

**Include results from these chapters:**

- Chapter 1 About The Adviser's Manual
- 13A Recent Chapter Updates
- Chapter 2 The U.S. Immigration System
- Chapter 3 F-1 Students
- Chapter 4 J-1 Exchange Visitors
- 13D The I-140 Employment-Based Immigrant Petition
- 13E Acquiring Lawful Permanent Residence and Beyond
- Chapter 5 M-1 Students
- Chapter 6 SEVIS Systems
- Chapter 7 H-1B Workers
- Chapter 8 NPWC Prevailing Wage Determinations
- Chapter 9 O-1 and TN Workers
- Chapter 10 Visitors
- Chapter 11 Nonimmigrants
- Chapter 12 PERM Labor Certs
- Chapter 13 Permanent Residence
- Chapter 14 Other Categories
- Chapter 15 Institutional Topics
- Chapter 16 Reference Appendix

Selecting none will search the whole manual.

## Internal Cross-References

When you're on a page in the Manual, you might see internal cross-references, which when clicked will take you to related material elsewhere in the Manual.

This Part discusses Optional Practical Training.

§ **AM cross-reference** [3K Curricular Practical Training \(CPT\)](#) discusses CPT

§ **AM cross-reference** Also see [3.49 H-1B cap-gap extensions](#) for a discussion of OPT extensions in an H-1B cap-gap scenario

## Citations and links to sources of authority

When material in the Manual is based on specific provisions of law or government interpretation, the source of authority is **cited** and **hyperlinked** to encourage advisers to review the primary source. This will help advisers exercise their discretion to interpret the law directly, and assist advisers who need to cite to relevant authority to back up their decisions.

When a specific section of law or other authority is of such importance that it should be contained in the text of the Adviser's Manual itself, it is indicated as an authority cite extract that appears in this format:

The F and M recordkeeping requirements are set forth at 8 C.F.R. § 214.3(g)(1). Schools must keep the following information on each F and M student:

 **Authority cite**

**8 C.F.R. § 214.3(g)(1)(i)-(x)**

- (i) Identification of the school, to include name and full address.
- (ii) Identification of the student, to include name while in attendance (record any legal name change), date and place of birth, country of citizenship, and school's student identification number.
- (iii) Current address where the student and his or her dependents physically reside. In the event the student or his or her dependents cannot receive mail at such physical residence, the school must provide a mailing address in SEVIS. If the mailing address and the physical address are not the same, the school must maintain a record of both mailing and physical addresses and provide the physical location of residence of the student and his or her dependents to DHS upon request.
- (iv) Record of coursework. Identify the student's degree program and field of study. For each course, give the periods of enrollment, course identification code and course title; the number of credits or contact hours, and the grade; the number of credits or clock hours, and for credit hour courses the credit unit; the term unit (semester hour, quarter hour, etc.). Include the date of withdrawal if the student withdrew from a course. Show the grade point average for each session or term. Show the cumulative credits or clock hours and cumulative grade point average. Narrative evaluation will be accepted in lieu of grades when the school uses no other type of grading.
- (v) Record of transfer credit or clock hours accepted. Type of hours, course identification, grades.
- (vi) Academic status. Include the effective date or period if suspended, dismissed, placed on probation, or withdrawn.
- (vii) Whether the student has been certified for practical training, and the beginning and end dates of certification.
- (viii) Statement of graduation (if applicable). Title of degree or credential received, date conferred, program of study or major.
- (ix) Termination date and reason.
- (x) The documents referred to in [paragraph \(k\)](#) of this section.

An adviser should always look to the language of the law itself as the primary guiding principle in interpretation and application of the law. All information that is based on law or an official government interpretation is followed by an internal citation to the actual source, in a special citation format immediately following the relevant sentence or paragraph:

SEVIS schools are also required to update SEVIS with address changes, within 21 days of the change.

† 8 C.F.R. § [214.3\(g\)\(2\)\(ii\)\(B\)](#)

## Practice Notes

Practice Notes pull the reader aside to discuss practice-related questions that might come up in the context of the section that they are reading about. Usually, they contain a brief discussion of a "gray area" or of issues that are not addressed directly in the regulations, but are important to consider because they arise as a practical matter in the course of your work. Practice notes may also utilize examples to illustrate a point or to frame a question.

## Practice Note

SEVP clarified that records must be reproducible and they must be stored in a state in which they cannot be altered. SEVP gave the example that documents simply scanned and stored on a DSOs personal hard drive would not meet evidentiary standards. Records must be stored in a system that meets generally recognized standards. For example, such standards generally require safeguards on who may access or alter the documents and/or meta-data. SEVP said that the electronic storage requirements for Forms I-9 [see 8 C.F.R. § 274a.2 (e) - (g)] are a good example of a generally recognized standard."

## Make It Yours: Customized User Features

Customize your NAFSA Adviser's Manual with features that allow you to use it the way you want.

### Make it yours: Bookmarks



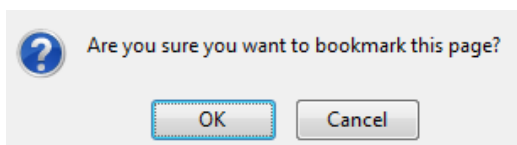
The bookmark feature allows you to bookmark any chapter, section, or subsection so that you can quickly find it in the future. Simply click the "bookmark" icon next to the section you want to bookmark.

- 3.48.2.1 **Recommending OPT in SEVIS RTI**



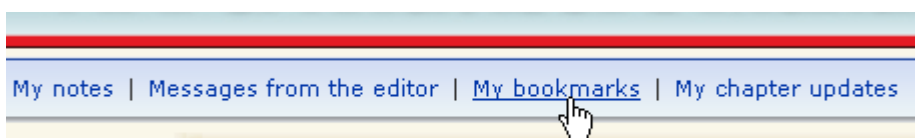
After determining the student's eligibility for OPT, and advising the student on his or her obligations for maintaining status while on OPT, the DSO must update the student's SEVIS record with the required fields for recommending OPT. In SEVIS RTI, the DSO should click the [OPT Request](#) link on the *Student Information* screen. The *Add OPT Employment* screen will display.

A message will pop up asking you to confirm that you'd like to bookmark the section.



Click **OK**, and that section will be bookmarked for future reference.

To access your bookmarks from any page in the Manual, click the **My bookmarks** link in the menu bar at the top of the page.



Your bookmarks will pop up in a **Bookmarks sidebar** on the right side of your screen.

The screenshot shows the NAFSA Adviser's Manual interface. At the top, there are navigation links: "My notes", "Messages from the editor", "Collapse", and "My chapter updates". A search bar is also present. The main content area is titled "Chapter 3 F-1 Students" and contains text about F-1 students. On the right side, there is a "Bookmarks" sidebar with two bookmark entries: "3.48.2.1 Recommending OPT in SEVIS RTI" and "8.1 Filing ETA Form 9141". Below these entries are links for "Go to bookmark page" and "Collapse".

From here, you can do three things:

1. Click on the bookmark link you'd like to be taken to.
2. Collapse the Bookmarks display by clicking the [Collapse](#) link.
3. Click on the [Go to bookmark page](#) link, to be taken to the bookmark management page where you can see all your bookmarks and delete bookmarks.

The screenshot shows the "My bookmarks" management page. At the top, there are navigation links: "My notes", "Messages from the editor", "My bookmarks", and "My chapter updates". A search bar is also present. The main content area is titled "My bookmarks" and contains a table with three rows of bookmarks. Each row has a "Bookmark" column and an "Action" column with a "delete" link.

Bookmark	Action
1A Keeping Up To Date	delete
2C Links to Government Agency Resources	delete
2B Links to frequently used sources of authority	delete

## Make it yours: E-mail a section link to a colleague



You can e-mail a link to an Adviser's Manual section to another Adviser's Manual license holder by clicking the "envelope" icon next to the section link you'd like to e-mail.

### 7.25.1 Employment at a cap-exempt institution



An alien is exempt from the H-1B cap if he or she is "employed (or has received an offer of employment) at" one of the following "qualifying institutions":

INA § 214(g)(5)(A)-(B), as added by AC21 § 103

- Institutions of higher education
- Nonprofit entities related to or affiliated with an institution of higher education
- Nonprofit research organizations
- Governmental research organizations

Clicking the “envelope” icon will bring up the section link e-mail screen. Customize your e-mail as you wish, and click the Send e-mail button to send it. The e-mail you send will include a direct link to the section. Remember, though, that the link can be opened only by someone with an active Adviser’s Manual license.

**Send email with link to page**

Your e-mail: \*

Your name:

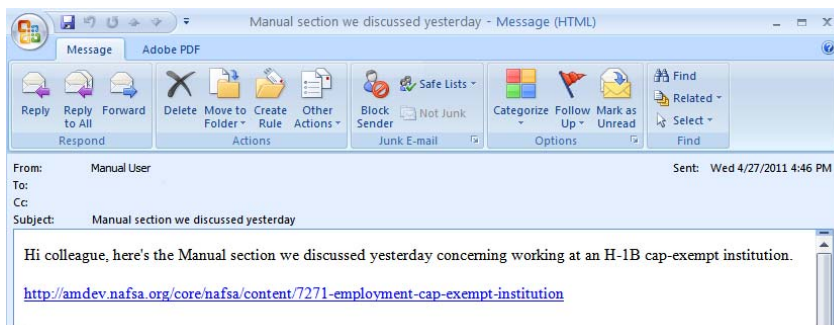
Send to: \*

Enter multiple addresses separated by commas and/or different lines.

Subject: \*

Your message: \*

Here’s how the above e-mail will look to the party who receives it:



## Make it yours: Printing sections of the Manual



You can use the Print function to print a nicely formatted version of any section for your personal use. The print function allows you to print at the section level (e.g., section 3.2). When you print the section, all subsections under that section will also print. It is not possible to print at the chapter or subsection levels.

To print a section, click the “printer” icon at the top of the section page you want to print.

## 7.31 H-1B fees

[Set as homepage](#)



Several fees are associated with the H-1B program. The rules for who has to pay what and when are discussed in the sections below.

- I-129 filing fee
- \$500 fraud prevention and detection fee
- \$2,000 additional Pub.L. 111-230 fee, for employers with 50 or more employees, 50% or more of whom are H-1B or L nonimmigrants
- Training fund fee
  - \$750 for non-exempt employers with 25 or fewer full-time employees
  - \$1,500 for non-exempt employers with more than 25 full-time employees
- Optional premium processing fee

The entire section will be rendered in a preformatted printable HTML page for you to print to your own printer. If you don't need to print an entire section, consider copying and pasting the limited amount you need.

### Section formatted for printing

Published on *NAFSA Adviser's Manual* (<http://amdev.nafsa.org/core/nafsa>)

[Home](#) > H-1B fees

Created 2010-08-19 09:21

## 7.31 H-1B fees

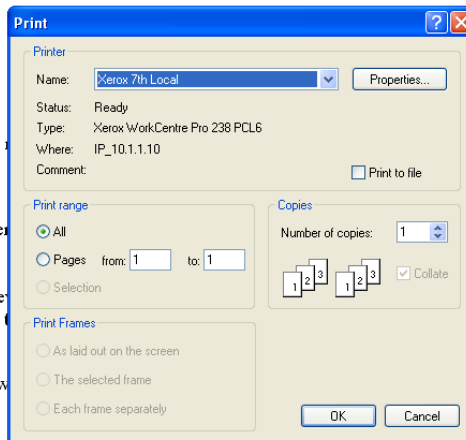
Several fees are associated with the H-1B program. The

- I-129 filing fee
- \$500 fraud prevention and detection fee
- \$2,000 additional Pub.L. 111-230 fee, for employer nonimmigrants
- Training fund fee
  - \$750 for non-exempt employers with 25 or fewer
  - \$1,500 for non-exempt employers with more
- Optional premium processing fee

As simple as it might seem, the rather mundane task of w usually arises around these questions:

- Does a particular fee have to be paid?
- What are the fee amounts?
- To whom should checks be made out?
- Can all applicable fees be combined into one check, or must separate checks be used for each fee?
- Who can pay the fees? Must the fees be paid by the employer? Can the fees be paid by the employee? Can the fees be paid by an attorney handling the case?

The table below shows fee payment specifics. All H-1B fee checks should be made to the order of "U.S. Department of Homeland Security," except for filers in Guam and the U.S. Virgin Islands. Applicable fees should be stapled to the bottom right corner of the top document of the package submitted to USCIS.



### Make it yours: My Notes and Group Notes



You can create your own **personal notes**, which can only be viewed and edited by you. You can also create **group notes**, which are shared by all Adviser's Manual license holders in your office.

To create or edit a note, click the yellow "Note" icon at the top of a section page.

After clicking the “Note” icon, you’ll be taken to the *notes area* at the bottom of the page. There are two tabs, one for “**Group Notes**” and one for “**Personal Notes**.” By default you’ll be taken to the **Personal Notes** tab. You can read, add, and edit notes by clicking the respective tabs.



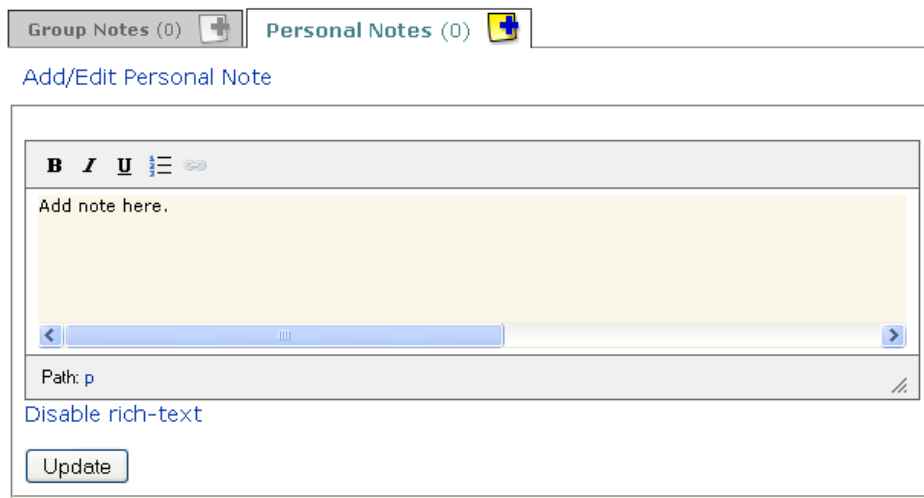
**Personal Notes** lets you keep your own **personal notes**, which are viewable and editable only by you. Since these notes are keyed to your NAFSA ID number, they stay with you even if you change institutions, as long as you maintain an active Adviser’s Manual license.


**Group Notes** works in a similar way, but they stay with the organization ID in your NAFSA record. If you change institutions, you will no longer be able to see the Group Notes from your prior institution, but you will be able to see the group notes of your new institution, as long as you maintain an active Adviser’s Manual license.

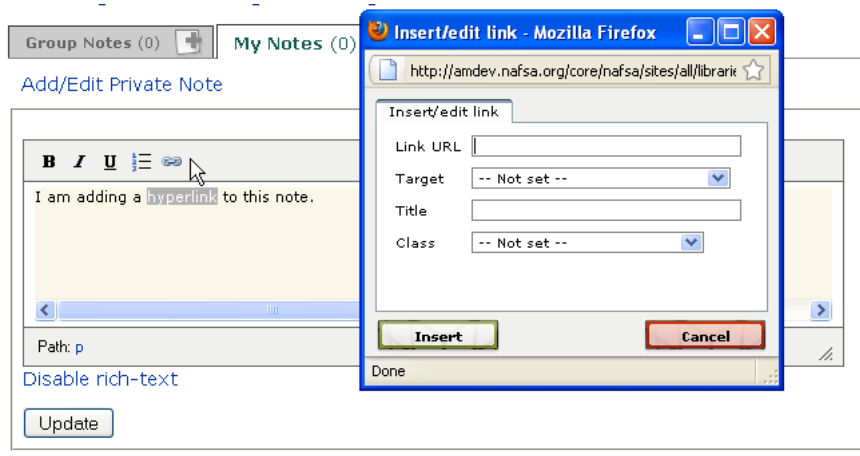
### [Adding, editing, and deleting notes](#)

Adding, editing, and deleting a note is done the same way when working in either the Personal Notes or Group Notes tab.


**To add a new note**, go to the tab of the note type you’d like to add. Click the Add/Edit Personal Note or the Add Group Note link to display a note text box. Place your cursor in the box, and start typing!

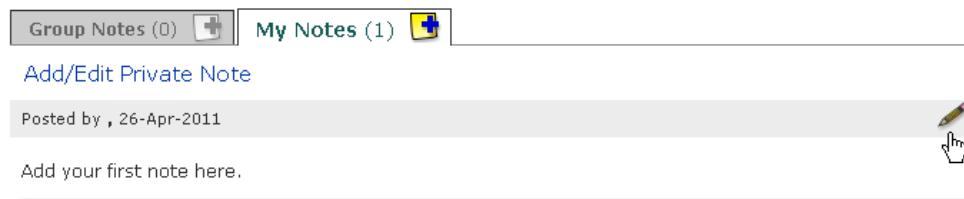


 If you want to add a **hyperlink** to your note, highlight the text you want hyperlinked, and click the “link” icon. Put in the link URL, and click the **Insert** button to hyperlink the text.



When finished, click the **Update** button to save the note. A counter next to the note tabs keeps track of how many notes you have in that section.

 **To edit an existing note**, click the “pencil” icon next to the note and make your changes. Click the **Update** button when done to save your edits to the note.



**To delete an existing note**, use the edit function as described above to access the note, then simply delete the text, and click the **Update** button.

Click the **My notes** link at the top of the page to be taken to the notes management area, where you can view and access all of your personal and group notes. Notes will appear in sequential order according to the Adviser's Manual section in which they were placed.



## Some "notes" on the use of Notes

Whether you keep separate notes or manage all your comments for that section in a single "note" is a matter of individual preference.

A "Group" consists of all individuals with Adviser's Manual licenses who share the same organizational ID in the NAFSA database. Usually, the organizational ID is the cost center under which NAFSA memberships are organized. That being the case, a single institution might have more than one organizational ID. For example, an institution might have one organizational ID for the study abroad office, and another organizational ID for the international students and scholars office.

To find out who's in your group, click the **Manage my license** link on the Adviser's Manual Web site.

Unlike Personal Notes, which are viewable and editable only by the individual who created them, Group Notes can be created, edited, and deleted by any member of the group. An office that shares Group Notes will probably want to develop a protocol for how Group Notes should be maintained.

Remember, Group Notes stay with the group, and Personal Notes stay with an individual. If you get a job at another institution, you'll be able to see your Personal Notes regardless of which institution purchased your Adviser's Manual license for you. If your organizational ID changes, however, you'll only be able to see the Group Notes of the new institution.

Finally, remember to avoid entering personally identifiable information about a student or scholar, or any other information that might be protected by FERPA or other privacy rules or policies.

## Keeping Up-To-Date

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You can keep up to date with regulatory change by:

- Reading news items that NAFSA posts to its Web site, and the quarterly compilation of those news items that NAFSA sends to all Adviser's Manual license holders each quarter.
- Subscribing to Chapter Update alerts for the Adviser's Manual chapters that you work with most.
- Viewing Messages from the Adviser's Manual Editors that are placed in sections of the Manual.

## News and the Quarterly Newsletter

When you log in to the NAFSA Adviser's Manual, the Adviser's Manual home page will display the most recent regulatory news items that have been posted to the NAFSA Web site. Click on a news link to be taken to the source document's launch page.

### Welcome to the NAFSA Adviser's Manual

Share | 
 Print | 
 Tweet 0 | 
 Like 1



The NAFSA Adviser's Manual 2.0 is available now! Entirely online, searchable, with new user features like bookmarks, notes, and section printing that let you make it your own.

[Open the Manual](#)

Or [continue using the prior Adviser's Manual Online](#) (The older version will no longer be updated after May 1, 2011)

Read the latest immigration-related news and recent updates to the Adviser's Manual. [View all here.](#)

#### News and Announcements

- [DOS Unveils New J-1 Exchange Program Web Site](#)  
posted on June 07, 2011 11:00:02 am
- [NAFSA Comments On USCIS Transformation Plan For Form I-539](#)  
posted on June 07, 2011 10:19:29 am
- [SEVIS Release 6.8 Anticipated Changes Notice](#)  
posted on May 24, 2011 01:38:46 pm
- [DHS Extends Benefits For Haitians](#)  
posted on May 20, 2011 05:06:23 pm
- [SEVIS II Questions and Answers From SEVP](#)  
posted on May 17, 2011 10:47:02 am
- [SEVIS II Form I-17 Data Field Table](#)  
posted on May 17, 2011 10:46:45 am
- [DHS Issues Updated 2011 List of STEM-Designated Degree Programs](#)  
posted on May 17, 2011 10:45:23 am
- [NAFSA requests that DOS consider students in U.S. if frozen assets made available for humanitarian purposes](#)  
posted on May 10, 2011 05:08:43 pm
- [Summary Of April 7, 2011 DOL Stakeholders Meeting](#)  
posted on May 10, 2011 05:06:52 pm
- [NAFSA Requests Temporary Protected Status for Libya](#)  
posted on May 06, 2011 09:14:15 am

Links to the most recent news items and recent Chapter updates may also be found in Chapter 1 of the Adviser's Manual:

### 1A Keeping Up To Date



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Latest 10 news items posted	Chapter Updates
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<a href="#">NAFSA Comments On USCIS Transformation Plan For Form I-539</a> <b>Published:</b> Tue, 7 Jun 2011 10:19:29 -0400	
<a href="#">SEVIS Release 6.8 Anticipated Changes Notice</a> <b>Published:</b> Tue, 24 May 2011 13:38:46 -0400	<b>List of recent updates</b> <ul style="list-style-type: none"> <li>• [May, 2011] <a href="#">3.34 Special Student Relief</a>. Special Student Relief extended for Haitian students.</li> <li><a href="#">14.22 TPS: Temporary Protected Status</a>. TPS extended for Haiti.</li> </ul>
<a href="#">DHS Extends Benefits For Haitians</a> <b>Published:</b> Fri, 20 May 2011 17:06:23	

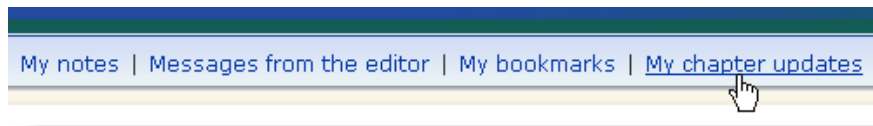
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<input type="checkbox"/> Chapter 6 SEVIS Systems	6 weeks 6 days
<input checked="" type="checkbox"/> Chapter 7 H-1B Workers	1 week 4 days
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### Chapter 1 About The Adviser's Manual



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### Messages From The Editor



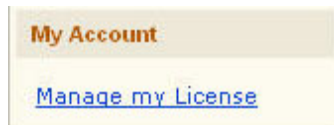
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Title	Note	Date
<a href="#">Chapter 1 About The Adviser's Manual</a>	Welcome Adviser's Manual users! This is an example of a "note from the editor." NAFSA will use this function to alert you about changes that will impact Adviser's Manual content, while that content is being developed.	05-10-11
<a href="#">3.7.1.1.2 Required and optional fields in creating a SEVIS record</a>	The SEVIS RTI screens and SEVIS RTI field numbers used in this section are based on the SEVIS 6.0 RTI User Manual, dated February 20, 2009. SEVP has not yet updated its SEVIS RTI User Manuals to reflect changes to SEVIS RTI fields subsequent to SEVIS 6.0. For example, in the SEVIS 6.3 release in March, 2010, SEVIS RTI items 13 and 14 (Social Security Number and Individual Taxpayer ID Number) were removed, and the SEVIS RTI items following them were renumbered accordingly. This section in the Manual will be updated with the new numbering and screenshots once SEVP updates their SEVIS RTI User Manual.	03-06-11

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The screenshot shows the 'My Account' page. On the left is a navigation menu with items like 'Adelphi Test Section', 'Swx\_Test', 'About NAFSA', 'Member Services', 'NAFSA Regions', 'Knowledge Community Networks & Resources', 'Regulatory Information', 'Public Policy', 'Press Room', 'Publications', 'Events & Training', 'Partners & Affiliates', 'Member Giving', 'NAFSA Adviser's Manual Online', 'AM\_Library', 'Adviser's Manual Online', 'News & Updates', 'Law & Government', 'Reference Library', and 'My Account'. The main content area has a breadcrumb trail 'Home > NAFSA Adviser's Manual >' and a header 'NAFSA Adviser's Manual'. Below the header, the 'My Account' section displays user information: Name: Adelle Emery, NAFSA ID: 47234, Role: Non-Member / AM Subscriber, and Subscription Expiration: Jun 1 2008. Under 'Additional User Licences', it states 'You currently have 7 additional user licenses that you can assign to individuals in your office.' and provides a link 'Learn how to purchase additional user licenses.'. A table lists the licenses with columns for Name and Action.

Name	Action
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Robin Little	<a href="#">Unassign User</a>
Eric Stone	<a href="#">Unassign User</a>
Unassigned	<a href="#">Assign New User</a>
Unassigned	<a href="#">Assign New User</a>
Unassigned	<a href="#">Assign New User</a>

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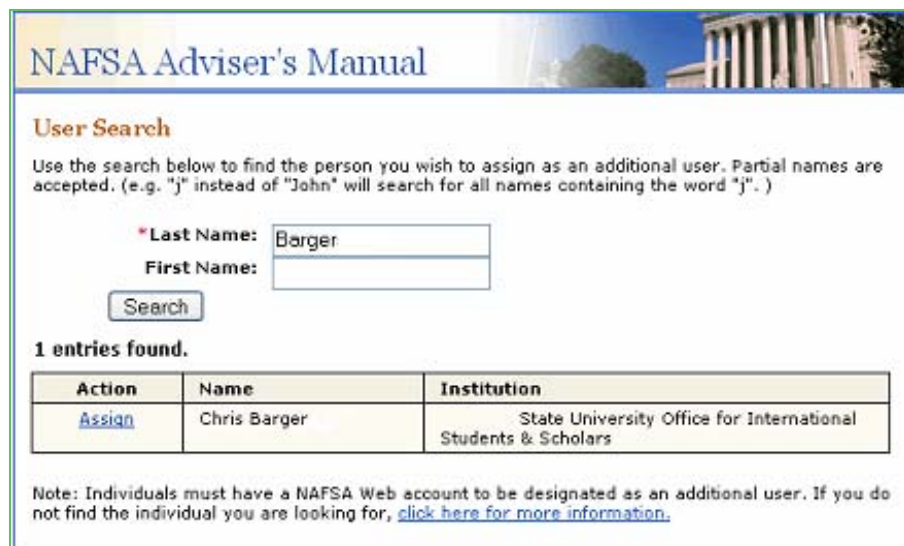
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Name	Action
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Peter M. Kehoe	<a href="#">Unassign User</a>
Robin Little	<a href="#">Unassign User</a>
Eric Stone	<a href="#">Unassign User</a>
<i>Unassigned</i>	<a href="#">Assign New User</a>
<i>Unassigned</i>	<a href="#">Assign New User</a>
<i>Unassigned</i>	<a href="#">Assign New User</a>

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**NAFSA Adviser's Manual**

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**1 entries found.**


Action	Name	Institution
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## Appendix

### Guide to Adviser's Manual Feature Icons



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