Overview of TDS for ISSS

Understanding How TDS & the SEVIS Module Fit Into Your International Office

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Web-based application and data management software, flexibly designed to allow offices to create custom applications and databases that are easily searchable, actionable and reportable.

Terra Dotta Software (TDS) allows multiple parties to enter and review data, encouraging a collaborative approach to processing applications and advising students/scholars/staff.

Terra Dotta Software also has a robust set of communication tools which encourages transparency, compliance and follow-through.

Managing International Student/Scholar/Staff

- All of your F/M/J students/scholars/staff will have an easily searchable electronic file in TDS

- These files can be used to store all of the information that needs to be sent and updated in SEVIS

Of particular interest to Admins (DSOs/AROs)

- Update user files en masse
- All user data is searchable and reportable. No need to wait - get the reports you need when you need them.
- Easily target specific groups of users and communicate with them via email or SMS which are tracked and reported in their file
- Report changes in Batch to SEVIS-required data that has been added or edited in user's file TDS (SEVIS Module Clients only)

Of particular interest to Students/Scholars/Staff (Users)

- Log in to TDS and monitor their immigration status
- Report updates relevant to their academic/immigration status and request SEVIS benefits conveniently online
- Access important and personalized information related to their academic/immigration status securing online via the TDS portal
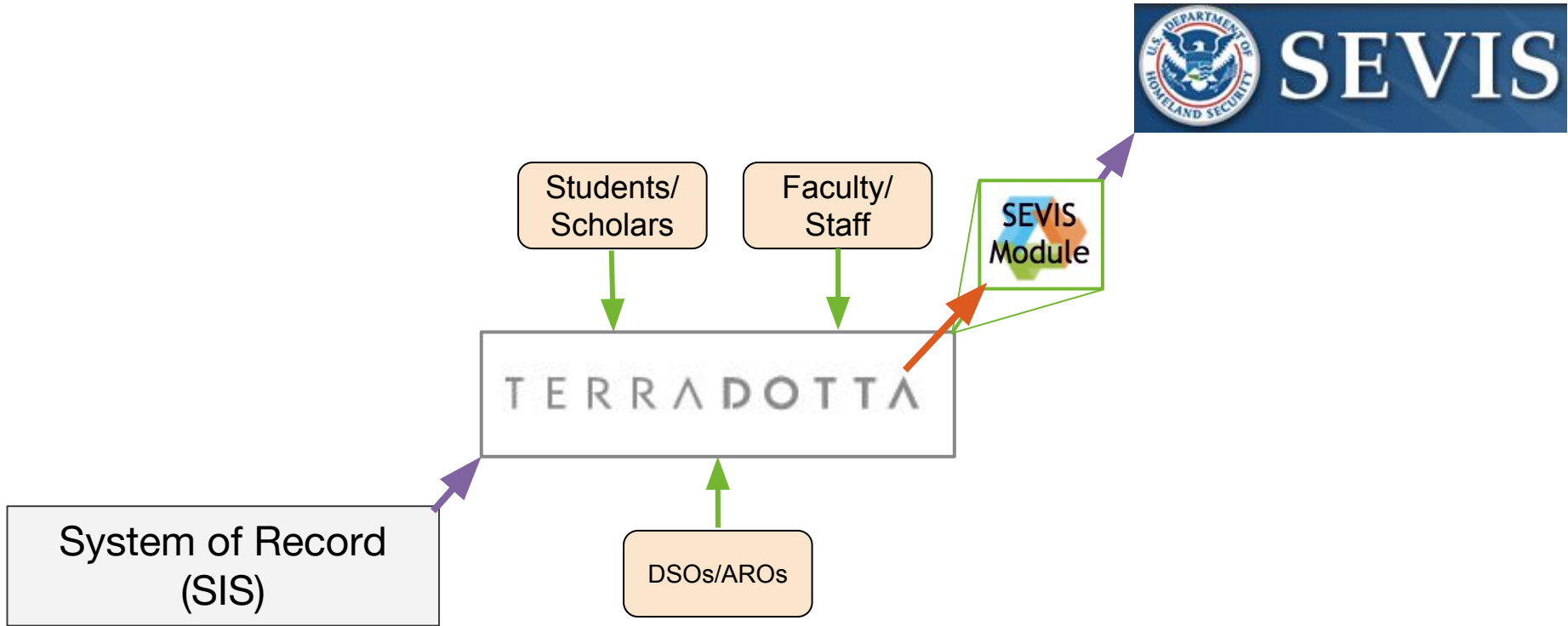
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Managing International Admissions

- International applicants can apply for admission to your institution

- Applicants can upload scanned images of immigration, unofficial transcripts and financial support documentation directly to their application

- All action taken on applications (both by institution staff and applicants) are date and time stamped

- Applications can be easily reviewed by both Admissions Counselors and other relevant faculty/staff on campus

SEVIS Batch Functionality 101

Scripted SEVIS-Mapped Fields in TDS for ISSS

- Every field in SEVIS has a corresponding field in TDS.

- SEVIS Module clients have these SEVIS-mapped fields added to their TDS Platform sites when the SEVIS Module is installed

- SEVIS Module (directed by DSOs & AROs) grabs SEVIS-mapped data from F/M/J visa holders records in the TDS platform and inserts them into their corresponding field in SEVIS.

  SEVIS Module TDS Sandbox & Production sites have around 180 pre-built fields when clients

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TDS STRUCTURE - PUBLIC vs. PRIVATE

PUBLIC

- Homepage/Links

   (Additional Pages)

- Announcements

- Top Navigation Menu

- Login Portal

PRIVATE

- Admin/Student Overview

   - Homepage

   - Electronic Files

- Overview of Robust Admin Menu

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Admin vs. User/Applicant - Who's Who?

ADMIN

- DSOs/AROs/Admissions Counselors/Application Reviewers

  - Essentially, anyone within the functional office or on campus that needs to add/edit/review user files

- Admins can also have the ability to build/manage/edit TDS process or structural piece

- There are also different shades of Admin - not all admins have the same view/permissions/access to TDS

  - Facilitators
  - Reviewers
  - Recommenders
  - Maintenance

USER/APPLICANT

- F/M/J visa holders, other non-immigrant visa holders, applicants for admission

  - Essentially, anyone who is interacting with TDS to review/initiate applications/requests/updates for /about themselves who enter in information related to themselves

- In most cases, Users/Applicants will only be able to see information contained in their electronic file, not the info of other users/applicants

Who's Who

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New User Workshop

TDS ELECTRONIC FILES

F/M Visa Holder's Electronic File (SEVIS Module)

All F/M Users

First Name

Middle Name

Last Name

Date of Birth

Gender

Email

Suffix

Visa Type

Major

Major 2

Minor

Education Level

Country of Citizenship

Country of Birth

Phone Number

Campus Site

SEVIS ID

All F/M Records/Applications

Academic Objective (F-M)

Add New Dependent

Cap Gap Extension Request

Change of Education Level

Change of Financial Support

Curricular Practical Training (CPT)

SEVIS Transfer Out

I-20 Reprint Request

Leave of Absence

Off-Campus Employment

OPT Employment Update

Optional Practical Training (OPT)

Program Extension

Request Reduced Course Load (RCL)

SEVIS Registration

Academic Objective Records

- The crucial SEVIS record for F/M/J students and scholars
  - Contains information required to create a new student/scholar's SEVIS Record
  - Info in this record will be updated and maintained throughout the duration of their status
    - Program Start/End Dates (Start/End Dates)
    - SEVIS Status (Record Status)
    - Academic Objective Info (Questionnaires)
    - Education Info (Questionnaires)
    - Financial Info (Questionnaires)

SEVIS Updates and Benefit Requests

- Can be initiated by F/MJ visa holder or by an Admin

- When a record/application for a specific SEVIS Update or Benefit is created, SEVIS-mapped fields get expressed which can be filled out by the F/MJ visa holder or the Admin

- When a DSO/ARO creates a SEVIS update record in the SEVIS Module for an F/MJ visa holder, the SEVIS Module grabs data from the specified record/application and pushes that data into SEVIS

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Today At the Summit...

Thank You!

Please take a moment to fill out your evaluation.