Declare Your Dependents: Managing Dependents in the SEVIS Module

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Agenda

- Review the dependent add process in RTI
- Walk-through the dependent add process in TDS
  - Dependent Profile
  - "Add New Dependent" Program
  - Linking profile to principal
  - SEVIS Module actions

- Show additional uses of TDS to manage your dependent records

Dependent Add Process in RTI

Add Dependent
Required fields are marked with an asterisk (*).

The Surname/Primary Name is required. If the person has only one name, use this field. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

1. * Surname/Primary Name:

Use this field for names other than the Surname/Primary names such as first and middle names. If the person has only one name, this field may be left blank. Do not use any special characters. Only letters A to Z and spaces are allowed. Do not use an abbreviation such as FNU or LNU to indicate a name is unknown. See Help for more information.

2. Given Name:

3. Suffix: [Select One]

Passport Name is optional but highly recommended. Enter the names found in the machine readable section of the passport, leaving out the separator character "<". Enter them in the order shown on the passport. See Help for more information.

4. Passport Name:

This field allows names to be written in the order preferred in the person's home country. It may contain letters with diacritical markings such as A or Ñ. It may also contain hyphens, apostrophes, and a comma before the suffix. If you do not enter a Preferred Name, SEVIS will automatically enter the given name, surname/primary name, and a suffix, if applicable. See Help for more information.

5. Preferred Name:

6. * Date of Birth: (MM/DD/YYYY)

7. * Gender: Male ○ Female ○

8. * Relationship: [Select One]

9. * City of Birth:

10. * Country of Birth: [Select One]

If the United States or a U.S. territory is chosen, select one of the following:
[Select One]

11. * Country of Citizenship: [Select One]

12. * Country of Legal Permanent Residence: [Select One]

13. Email Address:

[Add Dependent] [Reset Values] [Cancel]

Dependent Add Process through TDS

- "Add New Dependent" application added to dependent record

- Dependent profile update

- Link profile of dependent to principal

- Submit update record in SEVIS Module from principal's SEVIS profile

Dependent Add Process through TDS

DEMO

Additional Uses of TDS for Dependents

- Orientation/Pre-arrival Material
- Dependent Programming Management
- J-2 Work Authorization Assistance (Social Security Information)
- J-2 Health Insurance Verification

Suggested KB Articles & Support Videos

- TD SEVIS Module Knowledgebase Articles
- KB: Principal/Dependent Applications/Profiles

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- Session Title:
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- Presenter:
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