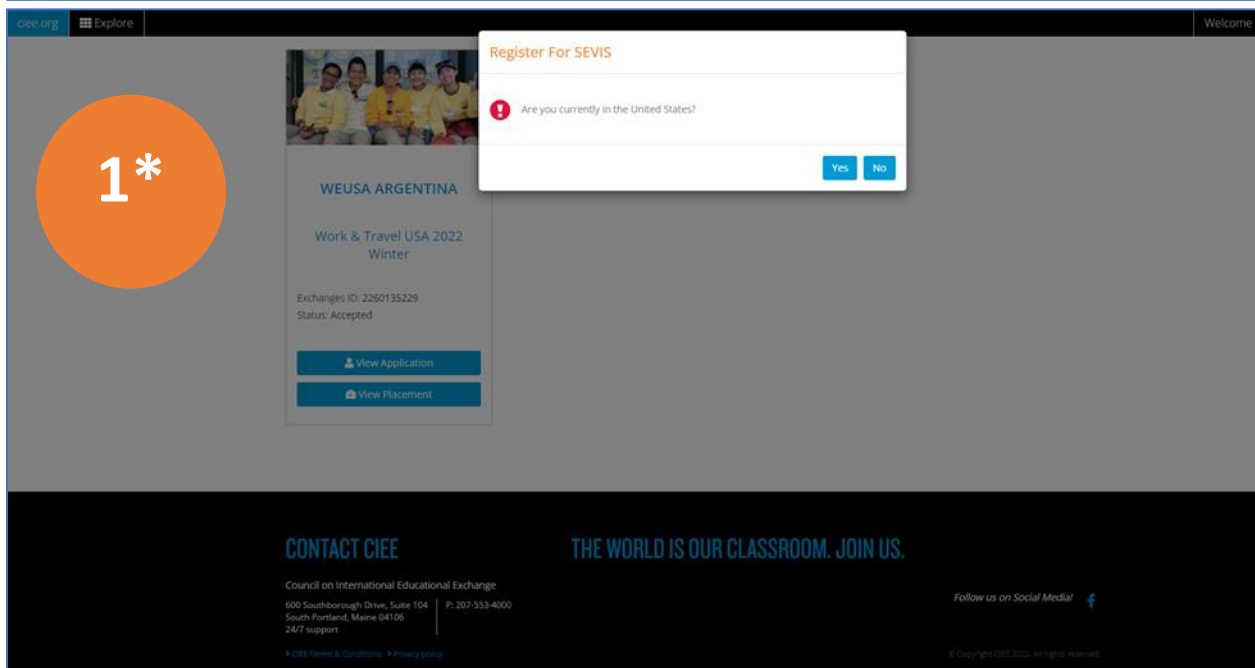
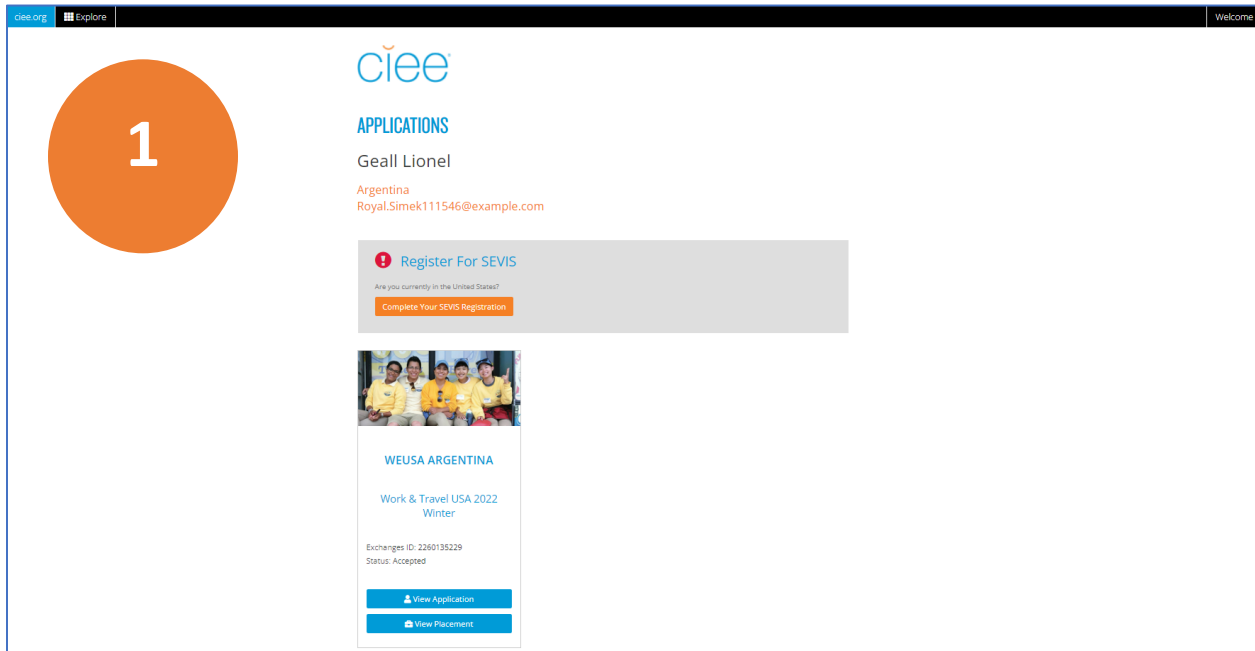


CIEE SEVIS Registration Process

- 1) Participant logs in to their Beacon portal. If their DS Start date is within 10 days, or the date of login is after their DS Start date, they will receive a “Register for SEVIS/Are you currently in the United States?” pop-up
 - a. If click yes: Step 2
 - b. If click no: they can still click “Confirm Your SEVIS Registration” orange button in Step 1*



CONTACT CIEE

Council on International Educational Exchange
600 Southborough Drive, Suite 104 | P. 207-553-4000
South Portland, Maine 04106
24/7 support

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Follow us on Social Media 

[CIEE Terms & Conditions](#) [Privacy policy](#)

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CIEE SEVIS Registration Process

- Participant's will enter their U.S. address (where they live) and U.S. phone number. Participant will choose an address represented in Google and view the address on a map. If Participant has difficulty finding their address, they are instructed to call CIEE for assistance. Once complete and correct, Participant should click "Confirm Address" button.



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SEVIS REGISTRATION

Search for an address:
** If this address is not your address, please contact CIEE at 1-888-268-6246 to complete your SEVIS registration.

What is your unit, apartment, or room number?
 Unit / Room / Apartment #
 I don't have one

Does your building have a name?
** Examples: "Summer Host," "Main Street Apartments," "West Dormitory," "Cedar Cabin," etc.

U.S. Phone Number:
** Please provide only a U.S. number in the following format: +1 (000) 000-0000. Do not provide your international phone number. If you do not have a U.S. Phone number yet, you may leave this field blank.

CONFIRM YOUR ADDRESS DETAILS
 600 Southborough Dr
 Cabin A
 South Portland, ME 04106

[Confirm Address](#)

- Participant must attest to CIEE program rules by checking all boxes and clicking "Agree to Program Rules"



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PROGRAM RULES

Please review each rule and check each box.

You may not change employers without CIEE's explicit permission
Changes of host may be granted in justifying circumstances. If you are having difficulty with your host, you will need to call CIEE to discuss your individual situation and receive guidance. Leaving a host, or beginning work at another host without CIEE's permission, is grounds for withdrawal from the program.

Additional placements must be approved by CIEE before you begin work
Participants on the Work and Travel USA program may have an additional placement. This second job must not interfere with your schedule at your primary job and must be approved before beginning work. To report an additional placement, you will go to beacon.clee.org and click placements at the top of your application. You will then click add additional placement and complete the form. You will be able to begin work once you receive a DocuSign email and you sign the agreement. If you have any questions about this process, please call 888-268-6246.

CIEE will check in with you regularly while you are on the program
Communication with CIEE and completion of our check-ins is mandatory. Please check the email address associated with your Beacon account frequently and follow any instructions from CIEE. Failure to reply or complete our check-ins may result in program withdrawal.

You will need to register for a Social Security Number
Once you receive your SEVIS confirmation email, your program will be active and you may register for a Social Security Number. You will need to go to your local Social Security Administration office with your passport and DS-2019 form. You may locate your nearest office using this link: <https://secure.ssa.gov/ICN/main.jsp>. If your employer gives you instructions for registering in their area, please follow those instructions.

You must depart the US within 30 days of your work end date, or by the last date of your insurance coverage
Participants on program must leave the US within 30 days of their last day of work. If you remain in the US, you will jeopardize your ability to get future visas. If your insurance end date is less than 30 days from your work end date, you must leave by that earlier date. Participants may not be in country without insurance coverage. Filing for change of status to remain in the United States is not permitted on CIEE's program and is grounds for program withdrawal.

[Agree To Program Rules](#)

CIEE SEVIS Registration Process

- Participant will receive a pop-up confirming they have submitted their SEVIS registration. Once CIEE has processed their registration, they will also receive an email confirming they have been fully registered in SEVIS. Participants should still wait 5 days from email receipt to apply for a Social Security number

The screenshot displays the CIEE website interface. A large orange circle with the number '4' is overlaid on the left side. A white pop-up window titled 'Register For SEVIS' is centered, showing a green checkmark and the message 'Your SEVIS Registration has been submitted!' with a 'Close' button. The background shows the 'PROGRAM RULES' section with several rules listed, each with a blue checkmark icon. At the bottom, there is a 'CONTACT CIEE' link and the slogan 'THE WORLD IS OUR CLASSROOM. JOIN US.'

4

Register For SEVIS

✔ Your SEVIS Registration has been submitted!

Close

PROGRAM RULES

Please review each rule and check the box to indicate you agree to the terms.

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Agree To Program Rules

CONTACT CIEE THE WORLD IS OUR CLASSROOM. JOIN US.