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Student and Exchange Visitor Program (SEVP)

Preparing for Recertification:

How to Keep Current Using Petition Updates

Spring 2008



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Recertification

- Is **REALLY** coming!!!!
- Is dependent upon the implementation of the Fee Rule which we anticipate during Fall 2008
- Reviews school performance during the past 4 years
- Schools will be notified through SEVIS beginning at 180 days out
- This cycle will be unique since it is the first full review



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Recertification

- Primarily a desk audit
- Will result in a Pass/Fail “report card”
- If anomalies are found, SEVP will work with the school to correct them
- Site visits will be used for compliance purposes



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Recertification Will Look For

ANOMALIES in:

- Bona Fides
- School Reporting Habits
- Student Record Reporting



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School Reporting Aspect of Recertification

- The Form I-17 is a living document that requires constant review and update by the P/DSO
- Schools should routinely review their Form I-17 to ensure that it is submitted in an accurate and timely manner



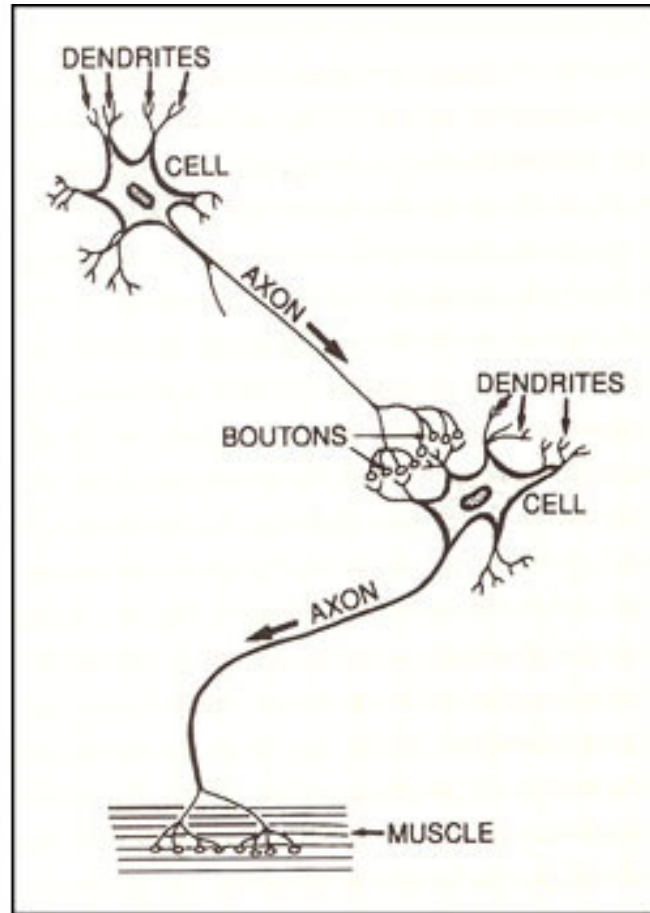
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Make Petition Updates a Habit



The repetition of anything, whether good or bad causes the habit to become confirmed in our lives and fixed habits determine our behavior



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A Petition Update

- “An approved school that has been enrolled in SEVIS must immediately update SEVIS to reflect any material change to a school’s name, address, or curriculum for a determination of continued eligibility for approval.”
- 8 CFR 214.3(e)(3)



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A Material Change is

- Any change
 - to any field
 - ◆ on the Form I-17

U.S. Department of Justice
Immigration and Naturalization Service

OMB No. 1115-0070
**Petition for Approval of School for Attendance by
Nonimmigrant Student**

START HERE- Please read instructions before beginning. Please type or print in black ink.

THIS SECTION IS TO BE COMPLETED BY THE SCHOOL. If more space is needed to answer fully any items on this form, use a separate sheet, identify each answer with the letter and number of the corresponding item and sign and date each sheet. Indicate that an item is not applicable with "N/A". If the answer is "none," please write "none." This application must be filed with the required evidence as noted below, be properly signed, and submitted with the correct fee.

To the Immigration and Naturalization Service:

- Petition is made for approval, or continuation of approval, of the institution as a school for attendance by nonimmigrant alien students under (Complete as appropriate):
 - Section 101(a)(15)(F) of the Act (academic and language students).
 - Section 101(a)(15)(M) of the Act (vocational students).
 - Both of the above sections of the Act.
- Name of school: _____
- Mailing address of school: _____
- This school is a:
 - Publicly owned institution
 - Private institution
- This school is engaged in:
 - Private elementary school
 - Private middle school
 - Private high school (grades 9-12)
 - Public high school (grades 9-12)
 - Vocational or technical education (other than high school)
 - Flight training
 - Language training
 - Higher education (issuing one or more of the following degrees: Associate, Bachelor's, Master's, PhD)
 - Other: _____
- This school's sessions are based on:
 - Semesters
 - Trimesters
 - Quarters
 - Other: _____
- Provide the date (month and day) registration begins for EACH session during a calendar year, including the summer session if your school has one. (Format mm/dd)

a. 01/07	f. 07/13	k. _____	p. _____
b. 01/13	g. 08/23	l. _____	q. _____
c. 06/02	h. 08/26	m. _____	r. _____
d. 10/03	i. _____	n. _____	s. _____
e. 07/08	j. _____	o. _____	t. _____
- Date school was established: 09/10/1993 Location of school: (if different from mailing address) _____
- Name and address of owner: _____
- Petition is for:
 - Federal government

FOR INS USE ONLY

School Code: 214F

Approval for attendance of students under:
1. Section 101(a)(15)(F) of the Act
2. Section 101(a)(15)(M) of the Act
3. Both of the above sections of the Act.

This Request is to:
1. Create a file
2. Update a file.

Fee Stamp: _____

Action Stamp: _____

Received	Trans In
Ret'd Trans. Out	Complete

Remarks: _____



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These Fields Require Review

- Change or Additional Visa Classification
- Name Change
- Mailing Address
- Location Address
- Type of Institution
- The School is Engaged in (Educational Level)
- Ownership Change
- Owner Address
- School operates under
- School is approved under...
- Areas of Study
- Degrees Available
- Campus Name
- Campus Addition



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Which of the Following Triggers Petition Updates?

- A school's zip code is changed by the USPS
- The phone company changes the school's area code
- A DSO marries and their last name is now changed or hyphenated
- A school adopts an open enrollment policy
- A school loses regional accreditation
- A division of a school loses state recognition



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To File a Petition Update

- Log into SEVIS
- Click the school name to access the Form I-17
- Click “Edit School” on the upper left side of the screen
- Click “Next” at the bottom of each SEVIS page to access different field pages ... there are 5 total pages
- To complete submission of the Form I-17 edits, click “Next” until you reach page 5 of 5
- On page 5 of 5 click “Save” and then click “Submit”
- Once the update is submitted the petition is locked and the update cannot be corrected or edited until the submissions is either approved or denied by SEVP



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Helpful Hints

- Forms I-20 may not be issued for a new program or campus location until that update has been approved.
- Additions, deletions, or changes to the Form I-17 A may only be made by the PDSO listed for that campus. If that PDSO is no longer employed, contact the SEVIS Help Desk for a PDSO data fix
- Updates can only be approved or denied 'in toto.' If one element is deniable, the entire update is denied
- While reviewing your petition, also update financial information



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When SEVP receives your update you will receive:

- A request for evidence (RFE) if the required documentation is needed
- A request for evidence for a fee when there is a change of location, campus addition, and/or change of ownership
- A site visit prior to adjudication, if required
- SEVP may require verification of the update at any time in the form of a RFE, email verification, or original Form I-17



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Requests for Evidence

- Are sent through SEVIS
- Are issued when additional information is required
- Identify the documentation that is necessary
 - Documentation can vary, depending upon whether or not a school is accredited
- Schools have 90 calendar days to respond to the RFE



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Approved or Denied

- Updates can only be approved or denied “in toto,” not in parts
- An update will be denied if one or more of the edits are not approvable
 - Schools that are denied for this reason are required to resubmit an update to reflect the approvable edits
- Update denials cannot be appealed
- If a change of ownership or location is denied, a school has 6 months from the date of the site visit to re-file before another fee for a new site visit is required



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What Can We Do to Encourage Your Axons to Fire?

- School business practices and staffing vary
- What are some practices that you may consider implementing to make petition updates a habit



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Best Management Practices

- PDSO does a random review of the Form I-17
- Review the Form I-17 on a regular basis such as at the start or end of a registration period, budget cycle, etc
- Program your computer to send you alerts
- Assign the task to one person
- Creative use of “stickies for the next 30 days”



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Best Management Practices

- **SECURE, SECURE, SECURE!!!!**
 - Ensure that all usernames and passwords are secured
 - Password sharing is strictly prohibited
- All edits to an I-17 petition must be made by a P/DSO
 - If your administrative personnel are not DSOs, but are doing your work, you must add them as a DSO
 - When adding a DSO, provide SEVP with a newly signed Form I-17A and evidence that the new DSO is a U.S. Citizen or Legal Permanent Resident



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Petition Updates

- When done in a timely manner prepares a school for recertification
- Look for the online training module on this topic later this fall
- See the job aid available at http://www.ice.gov/doclib/sevis/pdf/i17_process.pdf



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Questions Can Be Addressed To:

- School Certification Branch at:

schoolcert.sevis@dhs.gov



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