

ICE

Student and Exchange Visitor Program

Recertification Primer for Certified Schools Autumn 2008



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Agenda

- SEVP philosophy towards recertification and its goals
- The process
- Passing recertification practice tips
- Examples



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Philosophy and Goals



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Philosophy

& Goals

Philosophy

Our ability to successfully balance national security and cultural exchange depends on the maintenance of a transparent partnership between SEVP and the academic community



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Philosophy & Goals

Goals

- Clearly inform schools what we expect
- SEVIS Review



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Philosophy

& Goals

When and Why Recertification?

- *When?* Begins in January 2009
- *Why?* Regulation and SEVIS II Preparation



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The Process



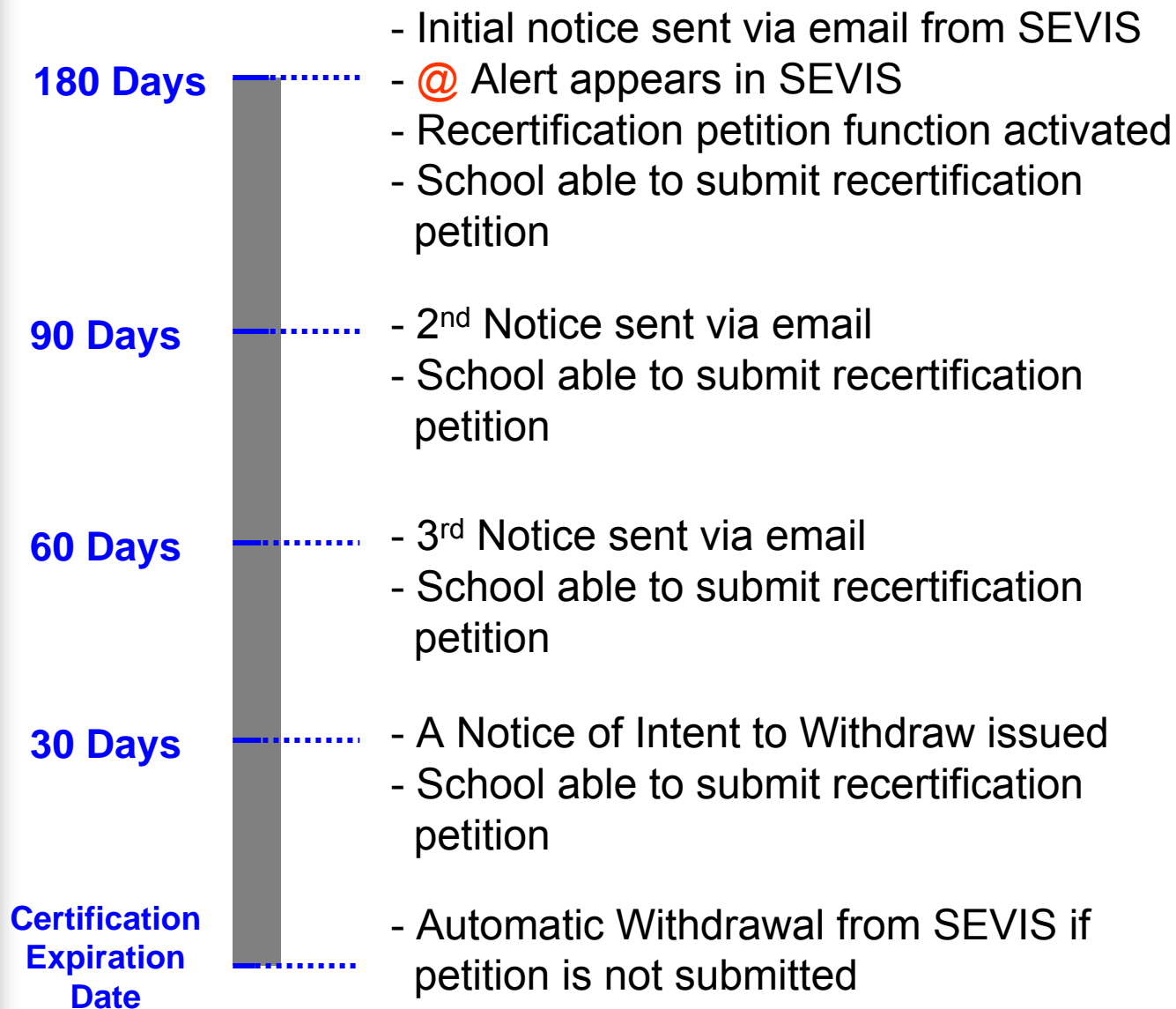
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Before Recertification

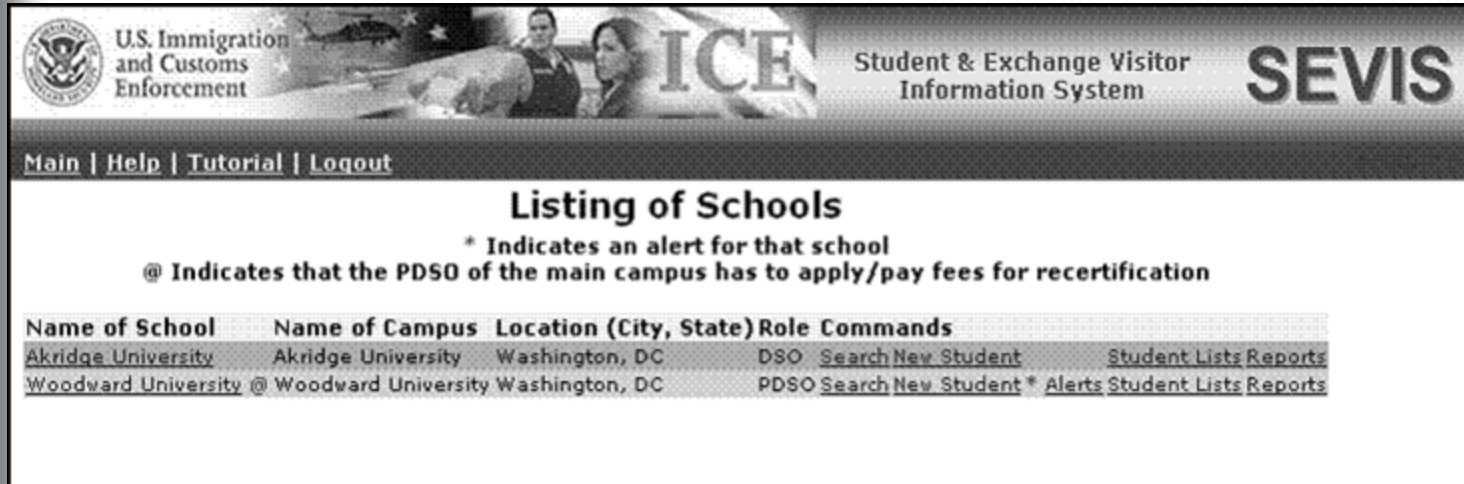
- All DSO listings should be up to date
- All DSO contact information, especially email addresses, should be current and verified
- Ensure that any and all firewalls will not block email from SEVP
- Verify that the school mailing address in SEVIS is accurate
- Audit student records for accuracy
- Watch for broadcast messages



Recertification Timeline



SEVIS Recertification Notices



The screenshot shows the SEVIS (Student & Exchange Visitor Information System) interface. At the top, there is a header with the U.S. Immigration and Customs Enforcement logo, the ICE logo, and the text "Student & Exchange Visitor Information System" and "SEVIS". Below the header is a navigation bar with links for "Main", "Help", "Tutorial", and "Logout". The main content area is titled "Listing of Schools" and includes a legend: "* Indicates an alert for that school" and "@ Indicates that the PDSO of the main campus has to apply/pay fees for recertification". A table lists two schools: Akridge University and Woodward University. The Woodward University entry has an "@" symbol next to its name, indicating a recertification notice.

Name of School	Name of Campus	Location (City, State)	Role	Commands
Akridge University	Akridge University	Washington, DC	DSO	Search New Student Student Lists Reports
Woodward University @	Woodward University	Washington, DC	PDSO	Search New Student * Alerts Student Lists Reports

@ Indicates the PDSO of the main campus has to apply for recertification

School Name @ Campus Name Location

How Will Recertification Work?

- 6 months (180 days) to complete all recertification package requirements, *plan accordingly!*
- Clear requirements so schools can respond completely and effectively
- SEVP will:
 - Use a “scorecard”
 - Give specialized explanations of requirements
 - Issue a Request For Evidence (RFE) only for clarification
 - Provide resources



Certification Expiration Date (CED)

- The date when a school's certification will expire
- Certification in the program will be automatically withdrawn if I has not filed for recertification by failing to submit a *complete package*
 - If the complete package is not received by the Close of Business the school will lose access to SEVIS at 11:59 pm that day
 - Automatic Withdrawals for abandonment have no appeal rights
 - CED establishes the two year timeline for future recertification cycles



What is a Complete Package?

- Electronic submission of Form I-17 in SEVIS
- Signed Form I-17 and all supporting evidence mailed/faxed* to SEVP
- Any applicable fee requirements paid
 - Change of ownership -\$1700
 - Change of location - \$650
 - Campus addition -\$650 per
- All supporting evidence submitted to SEVP at one time
- The *complete package* must be received by SEVP prior to the Certification Expiration Date



Change of Ownership

- A change of ownership requires the filing of a new petition within 60 days of the change in ownership.
- SEVP requires the new petition fee of \$1700 and an update to all applicable fields in SEVIS.
- SEVP policy currently recognizes the date of a change in ownership as the date a new EIN is issued by the IRS.



Campus Additions

- A campus should be added to a school's Form I-17 when the instructional site either
 - Meets the U.S. Department of Education definition of a branch campus:
 - ◆ Is permanent
 - ◆ Offer courses in educational programs leading to a degree, certificate, or other recognized educational credential
 - ◆ Has faculty and administrative or supervisory organization, and
 - ◆ Has budgetary and hiring authority



Campus Additions

Or

- Meets most but not all of the branch campus requirements (e.g. All records are centrally stored) or
 - A student could complete more than 51% of their program requirements at that location
- These additional locations must have
 - A school official who can physically verify the presence of international students and assist them when necessary



Site Visit vs. Site Review

- *Site Visit*: Used to verify eligibility during initial certification or a petition update
- Is required when:
 - Change of location occurs -\$650
 - New campus added - \$650 each
- *Site Review*: Used to gather data when an anomaly has been discovered and cannot be resolved by a desk audit
 - Does not require a fee
 - Used only for compliance
 - Notice is sent via email from SEVIS



To File

- Only the PDSO can submit the I-17 in SEVIS
- May be submitted after the 180 day notice is sent to the DSOs
- Access to SEVIS is retained during recertification if the school complies with the petition submission requirements
- The date of service for all notices is the date of transmission from SEVIS via email
- Carefully review the evidence package to ensure it is complete
 - Incomplete submissions will result in an automatic withdrawal (for abandonment) which does not have appeal rights



Required Evidence

- Recertification Evidence Analysis Tool will be available on the SEVP homepage
- Evidence requirements are based on:
 - Type of accreditation
 - Type of school
- After consultation you may submit supplementary evidence or explanation for anything you are unable to provide
- Submit all evidence in one package



SEVP Recertification Scorecard

E		D		E		G		H		
SEVP Recertification Scorecard (DRAFT)										
Applicant Name										
<i>Criterion</i>					<i>Rating</i>					
Section 1. Complete Appropriate Type										
A. Accredited					Yes					
B. Licensed (Local, State, Federal)					No					
1. Financial Statements					No					
2. Facilities					No					
3. Teacher Qualifications					No					
4. Attendance and Grading Policies					No					
5. Course Catalogs					No					
C. Non-Accredited					No					
1. Financial Statements					No					
2. Facilities					No					
3. Teacher Qualifications					No					
4. Attendance and Grading Policies					No					
5. Course Catalogs					No					
6. 3 Letters from Employer (M) or Higher Education					No					
7. State/Local Approval to Operate as a School					No					
					Yes					
					Proceed					
Section 2. Ownership										
Ownership Change Reported in 60 Days?					Yes					
					Proceed					
Section 3. School Reporting										
Completed Updates?					Yes					
Correct I-20 Issuance - Programs?					Yes					
Correct I-20 Issuance - Visas?					Yes					
Section 4. Student Reporting										
Students have physical location address that is different from school physical address?					Yes					
Student name accurate?					Yes					
Student birth date accurate?					Yes					
Total Score					Decision					
Stoplight Ratio					PASS		-		-	
Date					July 16, 2008					
Name					Joan D. Adjudicator					
					<i>Signature</i>					

**Bona Fides:
Hard Fail**

**Ownership:
Hard Fail**

**School
Reporting:
Soft Pass**

**Student
Reporting:
Soft Pass**

Request For Evidence (RFE)

- Only sent to clarify of information or evidence already submitted
- Adjudicators will not request documents overlooked in the submission of the complete evidence package
- 30 days to respond to the RFE
- No more than one RFE will be sent
- The burden of proof of eligibility falls on the school
- If no response is received by the close of the 30 day response period the school will be automatically withdrawn



Recertification Decision

- Approval *and* Denial Notices will be sent via email
- Approval means your school meets the *minimum* requirements for certification in SEVIS
- Recertification approval does not mean that validation studies and other types of review will not be conducted over the next period of certification
- The time needed to adjudicate a complete package will be based on the volume of petitions received and ongoing experience with that workload
- Decision date does not affect future Certification Expiration Dates



Denial

- If a denial occurs
 - Schools will be able to appeal this decision
 - There is no fee for appeal
 - School will maintain SEVIS access until the appeal options have been exhausted
 - All denied schools are responsible for current F/M students
 - ◆ DSOs must advise and assist students
 - ◆ Instructions will be included in the Notice



Withdrawals

- Incomplete package = *Automatic Withdrawal*
 - Considered petition abandonment
 - No appeal rights
- If the following is completed prior to the CED, the school may reapply without submitting a new initial petition in SEVIS if the following is completed prior to the CED:
 - Initial petition fee is paid - \$1700
 - *A complete package* is submitted
- *Voluntary Withdrawal*
 - May be requested at any time
 - The president, owner, head of the school, or PDSO must send SEVP a request for withdrawal on official school letterhead



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Passing Recertification Tips



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Passing Recertification Tips

Quick Tips

- Review the broadcast message and policy guidance on Recertification found on our homepage
- If a change of ownership has occurred, report it before January 2, 2009
- If you have added a campus or changed location, but not reported it, do it now



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Passing Recertification Tips

Recertification Assistance is Available!

- Website: www.ice.gov/sevis/recertification
- SEVIS.Source@dhs.gov or schoolcert.sevis@dhs.gov
(Subject: *Recertification*)



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Examples



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Examples

Denial-
Failure to
Submit
Complete
Package

B	D	E	G	H
SEVP Recertification Scorecard (DRAFT)				
Applicant Name		Lake Wobegon Elementary School		
Criterion		Rating		
Section 1. Complete Appropriate Type				
A. Accredited		No		
B. Licensed (Local, State, Federal)		No		
1. Financial Statements		No		
2. Facilities		No		
3. Teacher Qualifications		No		
4. Attendance and Grading Policies		No		
5. Course Catalogs		No		
C. Non-Accredited		No		
1. Financial Statements		Yes		
2. Facilities		Yes		
3. Teacher Qualifications		Yes		
4. Attendance and Grading Policies		Yes		
5. Course Catalogs		Yes		
6. 3 Letters from Employer (M) or Higher Education		Yes		
7. State/Local Approval to Operate as a School		No		
		No		
		Deny Recertification		
Section 2. Ownership				
Ownership Change Reported in 60 Days?		Yes		
		Proceed		
Section 3. School Reporting				
Completed Updates?		Yes		
Correct I-20 Issuance - Programs?		Yes		
Correct I-20 Issuance - Visas?		Yes		
Section 4. Student Reporting				
Students have physical location address that is different from school physical address?		Yes		
Student name accurate?		Yes		
Student birth date accurate?		Yes		
Total Score		Decision		
Stoplight Rating		-	-	FAIL
Date	July 16, 2008			
Name	<u>Joan D. Adjudicator</u>			
	<i>Signature</i>			



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Examples

Denial- Failure to Report a Change in Ownership

B	D	E	G	H
SEVP Recertification Scorecard (DRAFT)				
Applicant Name		Amy's School of Taxidermy		
Criterion		Rating		
Section 1. Complete Appropriate Type				
A. Accredited		No		
B. Licensed (Local, State, Federal)		No		
1. Financial Statements		No		
2. Facilities		No		
3. Teacher Qualifications		No		
4. Attendance and Grading Policies		No		
5. Course Catalogs		No		
C. Non-Accredited		Yes		
1. Financial Statements		Yes		
2. Facilities		Yes		
3. Teacher Qualifications		Yes		
4. Attendance and Grading Policies		Yes		
5. Course Catalogs		Yes		
6. 3 Letters from Employer (M) or Higher Education		Yes		
7. State/Local Approval to Operate as a School		Yes		
		Yes		
		Proceed		
Section 2. Ownership				
Ownership Change Reported in 60 Days?		No		
		Deny Recertification		
Section 3. School Reporting				
Completed Updates?		Yes		
Correct I-20 Issuance - Programs?		Yes		
Correct I-20 Issuance - Visas?		Yes		
Section 4. Student Reporting				
Students have physical location address that is different from school physical address?		Yes		
Student name accurate?		Yes		
Student birth date accurate?		Yes		
Total Score		Decision		
Stoplight Rating		-	-	FAIL
Date	July 16, 2008			
Name	Joan D. Adjudicator			
	Signature			



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Examples

Conditional

Pass-

Poor Student

Reporting

B	D	E	G	H
SEVP Recertification Scorecard (DRAFT)				
Applicant Name		Michigan University of Pennsylvania		
Criterion		Rating		
Section 1. Complete Appropriate Type				
A. Accredited		Yes		
B. Licensed (Local, State, Federal)		No		
1. Financial Statements		No		
2. Facilities		No		
3. Teacher Qualifications		No		
4. Attendance and Grading Policies		No		
5. Course Catalogs		No		
C. Non-Accredited		No		
1. Financial Statements		No		
2. Facilities		No		
3. Teacher Qualifications		No		
4. Attendance and Grading Policies		No		
5. Course Catalogs		No		
6. 3 Letters from Employer (M) or Higher Education		No		
7. State/Local Approval to Operate as a School		No		
		Yes		
		Proceed		
Section 2. Ownership				
Ownership Change Reported in 60 Days?		Yes		
		Proceed		
Section 3. School Reporting				
Completed Updates?		Yes		
Correct I-20 Issuance - Programs?		Yes		
Correct I-20 Issuance - Visas?		Yes		
Section 4. Student Reporting				
Students have physical location address that is different from school physical address?		No		
Student name accurate?		No		
Student birth date accurate?		No		
Total Score		Decision		
Stoplight Ratio		-	Conditional Pass	-
Date	July 16, 2008			
Name	Joan D. Adjudicator			
	Signature			



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Examples

Unconditional

Pass

B	D	E	G	H
SEVP Recertification Scorecard (DRAFT)				
Applicant Name		Academy of English Language Excellence		
<i>Criterion</i>		<i>Rating</i>		
Section 1. Complete Appropriate Type				
A. Accredited		No		
B. Licensed (Local, State, Federal)		No		
1. Financial Statements		No		
2. Facilities		No		
3. Teacher Qualifications		No		
4. Attendance and Grading Policies		No		
5. Course Catalogs		No		
C. Non-Accredited		Yes		
1. Financial Statements		Yes		
2. Facilities		Yes		
3. Teacher Qualifications		Yes		
4. Attendance and Grading Policies		Yes		
5. Course Catalogs		Yes		
6. 3 Letters from Employer (M) or Higher Education		Yes		
7. State/Local Approval to Operate as a School		Yes		
		Yes		
		Proceed		
Section 2. Ownership				
Ownership Change Reported in 60 Days?		Yes		
		Proceed		
Section 3. School Reporting				
Completed Updates?		Yes		
Correct I-20 Issuance - Programs?		Yes		
Correct I-20 Issuance - Visas?		Yes		
Section 4. Student Reporting				
Students have physical location address that is different from school physical address?		Yes		
Student name accurate?		Yes		
Student birth date accurate?		Yes		
1				
Total Score		Decision		
Stoplight Ratio		PASS	-	-
Date		July 16, 2008		
Name		Joan D. Adjudicator		
		<i>Signature</i>		



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Contact Information

- **General questions:**
 - Email sevis.source@dhs.gov
or call (800) 561-5294 and press “0”
- **School certification questions:**
 - Email schoolcert.SEVIS@dhs.gov
 - or call (202) 305-2346
 - or fax at (202) 353-3723
- **Technical questions:**
 - Call the SEVIS HelpDesk at (800) 892-4829
between 8 AM and 8 PM, EST
 - or email SEVIShelpdesk@eds.com
 - Urgent, technical issues: Email Toolbox.SEVIS@dhs.gov
- **I-901 fee questions:**
 - Check the web or email SEVP at fmjfee.SEVIS@dhs.gov
 - or call the hotline at (314) 418-8833 (Country code 001)

