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U.S. Department of Homeland Security

U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program

Recertification:
*Easy as Review,
Sign, and Submit*

***Updated Version
May 2012***



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Recertification

Recertification Highlights

- 180 days to file a complete package
- No extensions granted to Certification Expiration Date (CED)
- Updates must be adjudicated prior to submitting a Recertification package.
- Submit your Recertification package as soon as possible.
- Automatic Withdrawal if not filed by CED



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Recertification Process

READ

- **Step 1** – Receive Recertification e-mail notification from SEVIS

REVIEW

- **Step 2** – Review and update Form I-17 if applicable
- **Step 3** – Review checklist and prepare package

SUBMIT

- **Step 4** – Fax or e-mail documentation and submit in SEVIS (*do not mail documents*)
- **Step 5** - Results



RECERTIFICATION CHECKLIST

Follow the steps below to assist with the Recertification Process.

Skip any steps that do not apply and move on to the next step.

	STEPS FOR RECERTIFICATION	CHECK COMPLETED ITEMS/NA
A	Review the Form I-17 for accuracy	<input checked="" type="checkbox"/>
B	File an update in SEVIS immediately if there has been a change to your institution. For adjudicable updates, go to screen #5 and click submit. If the updates/edits are not highlighted move to check item E on this list.	
C	If you have an update that has been submitted via SEVIS, complete and submit the Update Pending Statement via fax 877-268-5563 or e-mail to recert.sevis@dhs.gov . The Update Pending Statement is required for any fields on the Form I-17 that require adjudication. <u>Also submit the Update Pending Statement, if you have already filed an update, but that update has not been adjudicated.</u> This will identify your school as a priority for processing due to Recertification.	
<p>**VERY IMPORTANT TO REMEMBER**</p> <p>If your school is in the Recertification process, <u>your established Certification Expiration Date will not change</u> due to a pending update. Please take this into consideration when submitting an update or responding to a Request For Evidence (RFE) or any other requested action. Submit your update or respond to RFE request as soon as possible.</p>		
D	<i>DO NOT SUBMIT YOUR RECERTIFICATION PACKAGE UNTIL YOUR UPDATE HAS BEEN ADJUDICATED. IF A RECERTIFICATION PACKAGE IS SUBMITTED WITH PENDING UPDATES/EDITS YOU WILL RECEIVE A NOTICE OF REJECTION (NOR).</i>	
E	Once the Form I-17 correctly reflects the school's operations, complete the Attestation Statement and Form I-17. All documents must be completed and transmitted at the same time via fax at 877-268-5563 or by e-mailing recert.sevis@dhs.gov . Please comply with items E-H below to avoid receiving a NOR.	
F	Attestation Statement: Complete Section I to Recertify OR Section II to withdraw for SEVP Certification. Fill in the <u>complete official name</u> of the State Licensing body and Accrediting body. If your school is exempt for state licensing, fill in EXEMPT along with the organization or agency that offered the exemption. Fields left blank will not be accepted.	
G	Form I-17: Every Designated Official listed on the form must sign the form. Their signature is required next to their title.	
H	Form I-17: The President, owner, or head of school or school system must also sign the form, certifying the Designated School Officials are part of the school system and are properly trained to implement the necessary regulations.	
<p>**VERY IMPORTANT SECOND PART TO RECERTIFICATION**</p> <p>You must also file for Recertification in SEVIS by going through all the screens until you can click the <u>SUBMIT</u> button.</p> <p>Only the <u>PDSO</u> can file for Recertification.</p> <p>Your Recertification petition cannot have any edits or updates.</p>		

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Updates

- **Review Form I-17.**
- **File updates as soon as possible.**
 - File your update within five days of receiving your Recertification notice.
 - Cannot file for Recertification if an update is pending.
- **Clock does NOT stop! No extension to CED.**
 - Submit the Update Pending statement in order to identify your update as a priority for processing due to recertification.
 - It is possible that not all updates will be approved -- this may jeopardize your recertification!



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Check for Updates

- **Has a P/DSO change been reported?**
 - Current e-mail address?
 - Proof of citizenship or legal permanent residence been supplied?
 - Able to receive e-mail from SEVIS?
- **Student addresses current?**
 - Addresses must be the physical locations where the students reside.
- **Ownership changes must be reported within 60 days.**
- **If in doubt, call the SEVP School Certification Branch (SCB) – *Do not submit an incomplete package!***



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Updates

- **PDSO Changes**
 - A departing PDSO can select an existing DSO as the PDSO and this field is not adjudicable.
 - If the departing PDSO wants to select an individual as the PDSO, who's not in SEVIS, a help desk ticket must be opened by contacting the SEVIS Help Desk at 800-892-4829.
 - Detailed PDSO change information is available on Broadcast Message 1108-01.
- **DSO Changes**
 - Adding a new DSO is an adjudicable field.
 - Requirements for adjudication are listed on the checklist on the next slide.



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Updates

Principal/Designated School Official (P/DSO) Checklist	
	Requirements
1	A PDSO and DSO must be either a citizen or lawful permanent resident of the United States. Acceptable forms of proof of citizenship are any one of the following documents:
1.a	Copy of US passport (current or expired)
1.b	Copy of US birth certificate
1.c	Copy of alien registration card;
1.d	Or a copy of naturalization/citizenship certificate.
2	If any of the submitted documents contains a name other than those listed on the Record of Designated School Officials (I-17A), a copy of civil issued evidence, such as a copy of the court order granting the name change is required, i.e., marriage or divorce certificate.
3	Driver's licenses or social security cards are not acceptable.
4	The school must also include Form I-9, Employment Eligibility Verification, as supporting documentation that the PDSO and/or DSOs being updated, are regularly employed members of the school.
5	As part of the Update adjudication process submit a completed Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Student, including supplements A and B. The Form I-17 including supplemental pages must be submitted with the DSO and PDSO signatures. By signing the Form I-17 the DSO is attesting they have read and understand the regulations relating to nonimmigrant students, namely 8 CFR 214.1, 8 CFR 214.2(f) and/or 8 CFR 214.2(m); the regulations relating to change of nonimmigrant classification for students, including 8 CFR part 248; the regulations relating to school approval and withdrawal of school approval, specifically 8 CFR 214.3 and 214.4, and that they intend to comply with these regulations at all times.
5.a	For routine DSO update requests, the PDSO may sign in place of the President, Owner, or head of a school.
5.b	Requests to change DSO(s) or the PDSO during the Recertification process must be accomplished by contacting the SEVIS Help Desk at 800-892-4829.
5.c	To expedite DSO request submitted to the Updates Section during the Recertification process, forward an Update Pending Statement to the Recertification Section (recert.sevis@dhs.gov or via fax at 877-268-5563.)
6	SEVP strongly recommends that all newly appointed DSOs complete the free, web- based training at http://www.ice.gov/sevis/schools/new_schools/index.htm



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Form I-17 Adjudicable Fields

SEVIS Field	Edits/Updates Requiring Adjudication
1	Petition designation – F, M, or both
2	Name of school
3	Mailing address
4	Location address
5	Type of institution (public or private)
5	Owner address
5	Owner name
6	School Engaged in; Type of Education (Secondary or Post)
10	School operates under the following authorization
11	School is approved under the following association or agency
13	Degrees available
17	Area of study
20	Average annual numbers
Supplemental page I-17A (Record of Designated School Officials)	
Supplemental page I-17B (Record of Schools/Campuses)	



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Fee Requirements

- **Timely Change of Ownership**
 - \$1,700 petition fee
 - Within 60 days
- **Change of Location**
 - \$655 site visit fee
 - Minimum of 30 days notice to schedule site visit



Update Pending Statement

I, _____, Primary Designated School Official (PDSO) of _____, an institution certified by the Student and Exchange Visitor Program (SEVP), SCHOOL CODE _____, am in the process of submitting an update to my institution's petition.

I understand that this statement does NOT qualify as an update, and I am required to submit ALL updates through SEVIS within twenty-one days of the change to my institution and sixty days to report a change of ownership.

I also understand that if the update cannot be incorporated to my petition due to Federal regulatory or SEVP policy constraints, my school may not be permitted to operate with those changes made to its operations or structure.

I will or have update(d) the SEVP with the following information:

_____ Signed,

Signature of PDSO

Date

Instructional Site

- **Facilities where non-immigrant students attend and where the petitioning institution is in control and share bona fides with the instructional site.**
- **An instructional site owned and controlled by a different entity cannot be listed on the same Form I-17.**



Attestation Statement

- **Accreditation**
 - Only list institutional accreditation agencies recognized by the U.S. Department of Education.
- **State Operating Authority**
 - Verify with your state's Department of Education whether your institution has to be registered or is exempt from registration.
 - Listing only the name of the state is not acceptable.
- **Withdrawal**
 - Complete section II for voluntary withdrawal.
 - Must be signed by the President, Owner, or Head of school or school system.



Recertification Attestation Statement

I, _____, Primary Designated School Official (PDSO) of _____, an institution certified by the Student and Exchange Visitor Program (SEVP), attest that the following is true:

**To
recertify**

I. RECERTIFICATION

The attached Form I-17 is true and accurate and is one of the documents submitted in petition for recertification of my institution's participation in the SEVP. I have read, understand, and comply with all Federal regulations relating to nonimmigrant students.

I understand that the SEVP may request additional evidence as requested for Recertification, and that the submission of this statement does not complete the Recertification process.

Additionally, I attest that:

- My institution is accredited by the following nationally recognized accrediting agency:

- My institution is licensed, authorized, registered, or exempt from registration by the following state regulatory agency:

- I am a citizen / lawful permanent resident of the United States and maintain copies of a passport, birth certificate and/or green card for myself and all DSOs employed by my institution. Additionally, copies of these documents are readily accessible and are available to the SEVP upon request.

Printed name of PDSO

Signature of PDSO

Date

II. WITHDRAWAL

I choose not to recertify and acknowledge that upon receipt of this attestation, SEVP will proceed to withdraw this school's Certification from SEVIS by issuing an Automatic Withdrawal to this school.

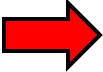

**To
withdraw**

Printed name of President, Owner, or Head
Of School or School System

Signature of President, Owner, or Head of School or
School System

Date

Form I-17

- Review for accuracy
- Print form and include supplemental pages A and B
- Signatures required:
 - PDSO
 - All DSOs
 - President, Owner, Head of School or School System
- ***SAMPLE FORM I-17 ON FOLLOWING PAGES:***
 -  Red arrows indicate signatures.
 -  Adjudicable fields are highlighted in yellow.

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:

1. 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):
- a. Section 101(a)(15)(F) of the Act (academic and language students),
 - b. Section 101(a)(15)(M) of the Act (vocational students),
 - c. Both of the above sections of the Act.

2. Name of school:
SEVP OPT

3. Mailing address of school:
Student and Exchange Visitor Program
Potomac Center North
550 12th Street SW, DC 20024-6121

4. This school is a:
- a. Publicly owned institution
 - b. Private Institution

5. This school is engaged in:
- a. Private elementary school
 - b. Private middle school
 - c. Private high school (grades 9- 12)
 - d. Public high school (grades 9-12)
 - e. Vocational or technical education (other than high school)
 - f. Flight training
 - g. Language training
 - h. Higher education (issuing one or more of the following degrees: Associate, Bachelor's, Master's, PhD)
 - i. Other _____

6. This school's sessions are based on:
- a. Semesters
 - b. Trimesters
 - c. Quarters
 - d. Other 5 "terms" for non-traditional program

7. 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. 08/05 | f. _____ | k. _____ | p. _____ |
| b. 07/21 | g. _____ | l. _____ | q. _____ |
| c. 01/06 | h. _____ | m. _____ | r. _____ |
| d. 01/10 | i. _____ | n. _____ | s. _____ |
| e. 05/27 | j. _____ | o. _____ | t. _____ |

8. Date school was established:
04/14/2009

9. Location of school: (if different from mailing address)
500 12th ST, SW MS5600
Washington, DC 20536-5600

10. Name and address of owner:
Alejandro Flores
500 12th ST, SW MS5600
Washington, DC 20536-5600

11. Petition is for:
- a. Initial approval
 - b. Continuation of approval. Please complete the following:
 - (i.) Date of original approval 04/17/2009
 - (ii.) INS school code WAS214F01360000

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

12. The School operates under the following federal, state, local or other license or approval (if none, write "none"):
USDHS/ICB/SEVP/SCB

13. The school has been approved by the following nationally recognized accrediting association or agency (if none, write "none"):
None

14. Nature of subject matter taught (check as many as are appropriate):

- a. Liberal Arts
- b. Fine Arts
- c. Language
- d. Religious
- e. Professional Studies
- f. Vocational or Technical Training
- g. Flight Training
- h. Science
- i. Education
- j. Business
- k. Engineering
- l. Other

15. List the degrees available from the school:

AA, BA, BS, BFA, BBA, MBA
Master of Education

16. Check as appropriate and explain further if necessary:

If the school is engaged in elementary or secondary education, it does does not qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it does does not confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits are are not transferable to institutions of study which confer such degrees.

If the school is engaged in vocational or technical education, it does does not qualify its graduates for employment.

The school is engaged in English language training.

17. Sessions are held as follows: a. Day only b. Night only c. Day and night

18. Requirements for admission:

application with fee, personal essay, 2 letters of recommendation, high school transcripts, college transcripts (if applicable), SAT, ACT, or TOEFL test scores, phone or personal interview.

19. Courses of study and time necessary to complete each:

Art, Music, Film, Theatre, Humanities, Creative Writing, Business, Environmental Science, Information Technology, Education, Education, Social Science. *All are 4 yr programs for BA degree. Business and Education offer MA programs which can take 2+ yrs longer.

20. Requirements for graduation:

128 credits completed, graduation fee

21. Causes for expulsion:

any violation of rules stated in student handbook which result in expulsion.

22. Average annual number of:

a. Classes: 2,000

b. Students: 1,500

c. Teachers or instructors: 110

d. Non-teaching employees: 180

23. Approximate annual total cost of room, board, tuition, etc., per student: \$26,000.00

If the school is approved, THE PETITIONER AGREES:

1. Upon acceptance of any nonimmigrant alien student, to furnish that student a Certificate of Eligibility (Form I-20 A/B for an F-1 student or Form I-20 M/N for an M-1 student).
2. To keep records containing the following specific information and documents relating to each nonimmigrant F-1 or M-1 student to whom the school issues a Form I-20 A/B or I-20 M/N, while the student is attending the school and until the school notifies the Service, in accordance with regulations at 8 CFR 214.3, that the student is no longer pursuing a full course of study. The school must keep a record of having complied with the reporting requirements for at least one year. If a student who is out of status is restored to status, the school the student is attending is responsible for maintaining these records following receipt of notification from the Service that the student has been restored to status. The school must keep and make available to the Service upon request the following information and documents for each nonimmigrant F-1 and/or M-1 student:
 1. The admission number from the student's Form I-20 ID copy.
 2. Country of citizenship.
 3. Address and telephone number in the United States.
 4. Status, i.e. full-time or part-time.
 5. Course load.
 6. Date of commencement of studies.
 7. Degree program and field of study.
 8. Expected date of completion.
 9. Nonimmigrant classification.
 10. Termination date and reason, if known.
 11. The documents which show the scholastic ability and financial status on which the student's admission to the school was based.
 12. Information specified by the Service as necessary to identify the student and to determine the student's immigration status.
3. That in any advertisement, catalog, brochure, literature, or other material produced by or for this school, any statement which may appear concerning approval for admittance by nonimmigrant students must be limited to the following: "This school is authorized under Federal law to enroll nonimmigrant students."

I certify that I am authorized to execute this petition. I understand that unless this institution fully complies with all terms as described on this form, approval may be withdrawn pursuant to 8 CFR 214.4.

Dated at: _____, this _____ day of _____, _____

Signature: _____

Name and Title: _____

*(CORPORATE SEAL
OF INSTITUTION)*

Supplemental Form A

U.S. Department of Justice
Immigration and Naturalization Service

OMB No. 1653-0038
Record of Designated School Officials

Instructions:

(1) Form I-17, Supplement A, listing up to ten designated school officials for each school or campus within a school system (except an elementary or secondary system as noted below), must be attached to each Form I-17, Petition for Approval of School for Admittance by Nonimmigrant Students. If there is a change in designated school officials, a new Supplement A must be completed and submitted to the Immigration and Naturalization Service Office having jurisdiction over the school within thirty days.

(2) "Designated school officials" (DSO) means a regularly employed member of the school administration whose office is located at the school and whose compensation does not come from commissions for recruitment of foreign students. A DSO may not delegate this designation to any other person. An individual whose principal obligation to the school is to recruit foreign students for compensation may not be a DSO. The president, owner, or head of a school system must designate a principal DSO. The principal DSO is required to have a thorough knowledge of the regulations, policies and procedures governing nonimmigrant students, and is responsible for ensuring that each additional DSO has a thorough knowledge of the same.

Each school or institution must have one principal DSO, and may have up to ten DSO's at any one time, except at the discretion of the district director of the INS office having jurisdiction over the school. In a multi-campus institution, each campus must have a principal DSO. In an elementary or secondary school system, however, the entire school system is limited to a total of ten designated officials at any one time.

I, **THE UNDERSIGNED**, have read the Immigration and Naturalization Service regulations relating to nonimmigrant students, namely 8 CFR 214.1, 8 CFR 214.2(f), and/or 8 CFR 214.2(m); the Service's regulations relating to change of nonimmigrant classification for students, namely 8 CFR 248; the Service's regulations relating to school approval and withdrawal of school approval, namely 8 CFR 214.3 and 214.4, and intend to comply with these regulations at all times.

Designated Official: (Print or Type)				
Last and First Name: Flores, Alejandro	Title: Director of Admissions	Signature:	Telephone Number: 703-603-3400 ext. 50	Role: PDSO
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		
Designated Official: (Print or Type)				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		
Designated Official: (Print or Type)				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		
Designated Official: (Print or Type)				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		
Designated Official: (Print or Type)				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		
Designated Official: (Print or Type)				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

Designated Official: (Print or Type)				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

Designated Official: (Print or Type)				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

Designated Official: (Print or Type)				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

I, the undersigned president, owner, or head of the school or school system named below certify that the above individuals are designated school officials of the school or school system. Further, I certify that I will be responsible for providing the resources and training necessary for these officials to implement properly the above referenced regulations.



Name (Print or Type)	Title (Print or Type)	Signature
-----------------------------	------------------------------	------------------

Name of School System, School, or Campus (list all schools or campuses and their three-digit suffixes for which the above officials are designated if for more than one school or campus but not for the entire school system).

INS FILE No. if known: WAS214F01360000
 Date: 05/23/2011
 (If a multi-campus institution or school system use the 3 digit suffix for the main or initial campus.)

SEVP OPT
 SEVP OPT
 000

Address of School System, School, or Campus:
 Student and Exchange Visitor Program
 Potomac Center North
 550 12th Street SW, DC 20024-6121

Supplemental Form B

U.S. Department of Justice
Immigration and Naturalization Service

OMB No. 1653-0038
Record of School/Campuses

Instructions – Form I-17 Supplement B must be completed and submitted with Form I-17 if a school system or multi-campus institution is seeking approval for a number of schools for admittance by nonimmigrant students. Furnish all known information for each school or campus within the system. If more space is needed to list all schools, attach additional forms as necessary, and number each at the bottom. If an approved school system wishes to update or correct the information on its original Supplement B, a new Form I-17, must be submitted, without fee, accompanied by Supplement B, and, if applicable, Supplement A. Please PRINT or TYPE all information on this form.

Request Action:

- a. Initial approval for the following school(s) or campus(es).
- b. Addition of the following school(s) or campus(es) to the list of approved institutions within the above school system.
- c. Removal of the following school(s) or campus(es) from the list of approved institutions within the above school system.
- d. Change or correction in the following information relating to school(s) or campus(es) which have been approved.

Fill in only the information which is to be added to or adjusted in the INS records, and the school's three-digit suffix:

1. School or Campus Name: SEVP OPT	2. School or Campus 3-digit suffix: 000
3. Mailing Address: <i>(include Zip Code)</i> Student and Exchange Visitor Program Potomac Center North 550 12th Street SW, DC 20024-6121	4. Location: <i>(if different from mailing address)</i> 500 12th ST, SW MS5600 Washington, DC 20536-5600

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: <i>(include Zip Code)</i>	4. Location: <i>(if different from mailing address)</i>

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: <i>(include Zip Code)</i>	4. Location: <i>(if different from mailing address)</i>

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: <i>(include Zip Code)</i>	4. Location: <i>(if different from mailing address)</i>

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Recertification

Recertification Submission

- **Electronic Submission Only**
 - E-mail: recert.sevis@dhs.gov
 - Fax: 877-268-5563
 - ◆ Use the FAXserver coversheet included with the Recertification Notice. (This coversheet should be the first page of the fax.)

AND

- **PDSO must submit via SEVIS at least thirty business days prior to CED in order to avoid Automatic Withdrawal.**



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Recertification Process

- **Notices prior to adjudication:**
 - **Notice of Completion (NOC) of Filing**
 - ◆ Package under review for adjudication
 - ◆ Your NOC places you in a “filed” status, thereby preventing an automatic withdrawal for failure to submit before your CED expires
 - **Notice of Rejection (NOR) of Filing**
 - ◆ Recertification package was rejected
 - ◆ Your NOR will state the reason for the rejection
 - ◆ You must correct the errors and resubmit before your Certification Expiration Date expires to avoid being automatically withdrawn
- ***If you do not receive a NOC or NOR within three business days of submission, contact us at recert.sevis@dhs.gov***



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Recertification Process

- **Notices during and after adjudication:**
 - **Request for Evidence (RFE)**
 - ◆ 15 calendar days to respond
 - **Notice of Recertification**
 - ◆ Approval
 - **Notice of Denial**
 - ◆ Loss of accreditation
 - ◆ Compliance issues
 - **Automatic Withdrawal**
 - ◆ Failing to file for Recertification prior to the CED
 - ◆ Unreported change of ownership



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Scorecard for Accredited Schools

Notice of Recertification

The Student and Exchange Visitor Program (SEVP) School Certification Branch has adjudicated your institution's petition for Recertification. The results are as follows:

CRITERION	PASS/FAIL/FLAGGED	COMMENTS
ACCREDITATION		
Current	FLAGGED	CAUSE FOR DENIAL
Sanctions	FLAGGED	CAUSE FOR DENIAL
State operating authority	FLAGGED	CAUSE FOR DENIAL
FORM I-17		
Field 1 - Certification	PASS	
Field 2 - Name of School	PASS	
Field 3 - Mailing Address	PASS	
Field 4 - Type of ownership	PASS	
Field 5 - Engaged in	PASS	
Field 9 - Location	PASS	
Field 10 - Name of Owner	PASS	
Field 12 - State Licensing	PASS	
Field 13 - Accreditation	PASS	
Field 14 - Programs	PASS	
Field 15 - Degrees Available	PASS	
Field 16 - Education levels	PASS	
Field 19 - Course of Study	PASS	
Field 22 - Average Number	PASS	
Page 3 - Signed	PASS	
Page 1A - Signed	PASS	
Page 2A - Signed	PASS	
Page 1B - Instructional Sites	PASS	
Form I-17 matches SEVIS	PASS	
INSTRUCTIONAL SITES	PASS	



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Scorecard for Accredited Schools (cont)

STUDENT RECORDS Reviewed		
Local Address	N/A	
Programs of Study	FLAGGED	CAUSE FOR DENIAL
Duration of Study	PASS	
Correct Issuance of I-20s	PASS	
CPT Information	FLAGGED	CAUSE FOR DENIAL
OPT Information	FLAGGED	CAUSE FOR DENIAL
Updates/Reporting	PASS	
ADVERTISING	PASS	
Online Classes	PASS	
FLIGHT SCHOOL info	PASS	
PUBLIC High School info	PASS	
OWNERSHIP	FLAGGED	CAUSE FOR DENIAL
COMMENTS		

RESULT: PASS – Please see the Score Card Index for an explanation of results. Please review the flagged items if applicable and submit updates via SEVIS within 10 business days. Failure to comply may result in a compliance action.

INSTRUCTIONS FOR FLAGGED ITEMS: The PDSO does not have to contact SEVP concerning flagged items relating to student records or instructional sites. All other flagged items **MAY** require an update. It is the PDSO’s responsibility to review the score card and the corresponding regulations and take action if necessary. Any updates to the Form I-17 must be submitted via SEVIS. When submitting an update via SEVIS, the PDSO does not need to submit any information, other than what is required by the Updates Team.

SEVP requests that you continue to update your institution’s information via SEVIS as per the regulations. If you have any questions, you may contact the School Certification Branch at (703) 603-3400 or you can email the Recertification Team at Recert.Sevis@dhs.gov.

Sincerely,
Recertification Team,
School Certification Branch

Prepared by: Fayrid Ladha



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Recertification

Recertification Approval

- **Your school met the minimum SEVP certification requirements.**
- **SEVP will continue to conduct compliance reviews as necessary.**



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