

RECERTIFICATION CHECKLIST

These are the basic steps to assist you with recertification. If an item on the checklist does not apply or you have completed the item move on to the next item on the list.

	ITEMS
1	Review the Form I-17 for accuracy
2	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 or adjudicable items, move to check item #5 on this list.
3	Your school is in the Recertification process <u>your established Certification Expiration Date will not change or be extended</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 a RFE request as soon as possible.
4	Your update must be adjudicated/approved before you can submit for recertification.
5	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 emailing recert.sevis@dhs.gov.
6	Attestation Statement: Fill in the <u>complete official name</u> of the Accrediting body and State Licensing body. If your school is exempt for state licensing, fill in EXEMPT along with the organization or agency that offered the exemption. The PDSO signature is required. ***Fields left blank will render your form unacceptable***
7	Form I-17: Every Designated Official listed on the form must sign the form. Their signature is required next to their title. The President, owner, or head of school must the Form I-17, Supplemental page A, sign the form, certifying the Designated Officials are part of the school system and are properly trained to implement the necessary regulations.
8	**** VERY IMPORTANT SECOND PART TO RECERTIFICATION**** You must also file for Recertification in SEVIS by clicking the “Submit” button. Only the PDSO can file for Recertification in SEVIS.
9	Upon transmittal of your recertification package and your SEVIS submission, you will receive a Notice of Completion or a Notice of Rejection within 3 business days. If you do not receive a notice from our office within this time period, please e-mail us at recert.sevis@dhs.gov

Fields on Form I-17	Edits/Updates Requiring Adjudication			
1	Petition Designation – F, M, or both			
2	Name of School			
3	Mailing Address of School			
4	Type of School (public or private)			
5	School Engaged in Type of Education (Secondary or Post)			
9	Location of school (if different from mailing address)			
10	Name and address of owner			
12	State license or Exemption			
13	Name of Accrediting body			
14	Nature of subject matter taught			
15	List of Degrees			
16	School Engaged in Secondary , Vocational or English Language Training			
19	Courses of Study and Time Necessary to Complete Each			
22	Average Annual Number of:	a. Classes c. Teachers or instructors	b. Students d. Non-teaching employees	
Supplemental page I-17A (Record of Designated School Officials)				
Supplemental page I-17B (Record of Schools/Campuses)				

You must submit in SEVIS AND send in your Recertification package at least 10 days before your CED expires. This will allow us time to process your package and contact you if there are any errors. If you wait any later than that you run the risk of being automatically withdrawn.