



Recertification

A Dialogue from an Institutional Perspective



U.S. Immigration
and Customs
Enforcement



Participants

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The Student and Exchange Visitor Program (SEVP)



Recertification Highlights

- No fee for Recertification
- 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



U.S. Immigration
and Customs
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DON'T PANIC...
IT'S EASY & PAINLESS



Recertification Process

- **Step 1** – Receive Recertification e-mail Notification from SEVIS
- **Step 2** – Review and update Form I-17, if applicable
- **Step 3** – Prepare package
- **Step 4** – Fax or e-mail documentation and Submit in SEVIS (do not mail documents)
- **Step 5** - Outcomes



Tick...Tock...

**The clock starts
with the receipt of
the notice in SEVIS**





Best Advice

- Keep Form I-17 up-to-date
 - Review Periodically
 - Delegate if necessary
- Build Community
 - Who keeps the data?
 - Who needs to be involved?
 - What are their schedules?
 - Review periodically
 - Information Technology
 - ISSO



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
 - Submit Update Pending statement in order to expedite your update
 - All updates may not be approved, which may jeopardize your recertification



Things to Consider

- Programs
- Degree Levels
- Total Enrollment
- Number of Employees
- Total Number of DSOs
- Instructional Sites and Addresses
- Record Keeping



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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?
 - Able to receive e-mail from SEVIS?
- Student addresses current?
 - Student addresses must be the physical location where they reside
- Ownership changes must be reported within 60 days
- If in doubt, call SCB - do not submit an incomplete package



Instructional Sites

- Locations where the petitioning institution is in control
 - Control is demonstrated by paying rent or owning instructional site, providing faculty, overall management of instructional site
- Instructional sites must fall under the control and ownership of the petitioning institution
- An instructional site owned and controlled by a different entity cannot be on the same Form I-17



Fee Requirements

- Timely (within 60 days) Change of Ownership
 - \$1,700 petition fee
- Change of Location
 - \$655 site visit fee
- Instructional Site(s)
 - No fee if added prior to Recertification
 - \$655 fee if added after Recertification



Recertification Process

Notices Prior to Adjudication

- **Notice of Completion of Filing**

Package under review

- **Notice of Rejection of Filing**

Recertification package was rejected but you may file up until CED

- **Automatic Withdrawal**

Failing to file for recertification prior to the CED



Recertification Process

Notices During and After Adjudication

- **Request for Evidence**

15 days to respond

- **Notice of Recertification**

Approval

- **Notice of Denial/Automatic Withdrawal**

Loss of accreditation

Unreported change of ownership

Compliance issues



Form I-17 Adjudicable Fields

- Petition Designation – F, and/or M
- Name of School
- Mailing Address of School
- Type of School (public or private)
- Type of Education (i.e. Secondary, Post)
- Physical Location
- Private School Owner Name
- State license or Exemption
- Name of Accrediting body
- Program(s) of study
- Degrees available
- All instructional site(s)
- PDSO and DSOs
- Course of Study and time necessary to complete



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Attestation Statement

- **Accreditation**
 - Only institutional accreditation required
 - If your institution is accredited by more than one agency, it is beneficial to state all national accrediting bodies recognized by the Dept of Education on the Form I-17
- **State Operating Authority**
 - Only listing the name of the state is not acceptable
 - Verify with the Dept of Education from your state whether your institution has to be registered or is exempt from registration.
- **Withdrawal**
 - Complete section II for voluntary withdrawal
- **PDSO signature required**

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:

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.

Printed name of PDSO

Signature of PDSO

Date

By signing this statement, I swear, under penalty of perjury, that to the best of my knowledge, all the information and statements I've provided are true.



Form I-17 Review

- **Review for accuracy**
- **Print Form and include supplemental pages A and B**
- **Required Signatures**
 - PDSO
 - All DSOs
 - President or Head of School
- ***Sample Form-17 on the Following Pages:***
 - ➡ Red arrows indicate required signatures
 - ➡ Yellow arrows indicate adjudicable fields

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:
SEVD 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)
2450 Crystal City Drive
Tower 1
Arlington, VA 22202

10. Name and address of owner:
Alejandro Flores
2450 Crystal City Drive
Tower 1
Arlington, VA 22202

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

Ref'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/SRVD/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)

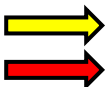
Instructions:

(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's 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:	Title:	Signature:	Telephone Number:	Role:
Flora, Alejandro	Director of Admissions		703-603-3400 ext. 50	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		

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
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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: WA8214F01360000 Date: 05/23/2011 (If a multi-campus institution or school system use the 3 digit suffix for the main or initial campus.)
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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



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> 2450 Crystal City Drive Tower 1 Arlington, VA 22202

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 Instructions

In order to file for recertification, you must electronically submit the following documents **at the same time**:

- **Attestation Statement:** Complete the attestation statement. Complete either section I to Recertify or section II to withdraw from SEVP Certification.
- **Form I-17:** Print a copy of the Form I-17 from SEVIS and sign the petition including supplemental page A and B.
- If the information contained within Form I-17 accurately reflects your school and its operation, submit all documentation via e-mail at: recert.sevis@dhs.gov, or via fax server at 877-268-5563. Include the attached fax cover sheet to all fax submission. For e-mail submissions, enter: RECERTIFICATION PACKAGE followed by your school code, in the subject line.



Submission

- Electronic Submission Only
- E-mail – recert.sevis@dhs.gov
- FAX – 877-268-5563

AND

- PDSO must submit via SEVIS at least five business days prior to CED in order to avoid automatic withdrawal



Tick...Tock...

**The clock
does not stop...
No extensions
to the CED!**





Recertification Instructions

- Once you are notified via SEVIS that your school is within the 180 days of the certification expiration date (CED), your school must submit a completed recertification petition package to the Student and Exchange Visitor Program (SEVP) prior to the CED. Review the Recertification Petition Package to assist you in completing your recertification package
- Do not submit the checklist with your recertification petition package. This is for your use to ensure all required documentation and procedures are included and completed.



Recertification Instructions

AND

- File for Recertification via SEVIS by **clicking the SUBMIT button**. Only the PDSO can file for Recertification. **The PDSO must file for Recertification in SEVIS at the same time he/she submits the Recertification package.**
 - **TIP: Click SUBMIT in SEVIS first then fax or email recertification package on the same day.**



Recertification Actions

Incomplete Package or Failure to File

Federal regulation 8 CFR §214.3(a)(ii) *Consequence of failure to petition*. SEVP will serve a Notice of Intent to Withdraw (NOIW) to the school 30 days prior to a school's certification expiration date. SEVP will no longer accept a petition for recertification from the school and will immediately withdraw the school's certification if the school does not petition for recertification, abandons its petition, or **does not submit a complete recertification petition package** by the certification expiration date, in accordance with the automatic withdrawal criteria in 8 CFR 214.4(a)(3). The school must comply with 8 CFR 214.4(i) upon withdrawal.



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- Timely (within 60 days) Change of Ownership
 - \$1,700 petition fee
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Failing to file for recertification prior to the CED



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Notices During and After Adjudication

- **Request for Evidence**

15 days to respond

- **Notice of Recertification**

Approval

- **Notice of Denial/Automatic Withdrawal**

Loss of accreditation

Unreported change of ownership

Compliance issues



Request for Evidence (RFE)

- 15 days to respond to the RFE request
- Automatic withdrawal at close of 15-day response period if no evidence is received



Approval

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



Recertification Tips

- Submit updates within five days of receiving notice of recertification
- File for recertification as soon as possible
- Call or e-mail SEVP with any questions prior to submitting for recertification



Final Thoughts...



A Special Message from the SEVP Robot about Recertification