U.S. Immigration and Customs Enforcement

SEVIS User Guide

(side banner) Updating School Accreditations and Recognitions

Contents

Overview of SEVIS Accreditations and Recognitions

Overview

In accordance with 8CFR 214.3(g), school officials must update their institution's Form I-17 when information on the petition changes or does not reflect the institution's current operating status. Such changes must be reported within 21 days of the change. This includes changes to information on Page 3 of the Form I-17: *Accreditations and Recognitions*.

> Update Form I-17 Overview
> - Update Form I-17: Contact Information
> - Update Form I-17: Programs of Study
> - Update Form I-17: Accreditations and Recognitions
> - Update Form I-17: School Calendar ,Cost, and Demographics

- Update Form I-17: Manage Instructional Sites
- Update Form I-17: Manage School Officials

To complete the Form I-17 petition, schools must list any over-arching institutional accreditations they hold under at least one of the four following categories:

- U. S. Department of Education Recognized Agencies
- SEVP-Identified Accrediting Agencies
- State Recognitions
- Federal Aviation Administration (FAA)

SEVP-certified schools are required to update this information whenever it changes. Reporting must be completed within 21 days of the change.

Accreditation and Recognition Categories

Accreditation Category	Description
U.S. Department of Education Recognized Agencies*	• Agencies recognized by federal Department of Education, not state departments of education. • For post-secondary schools (colleges and universities) only.
SEVP-Identified Accrediting Agencies*	• Primarily for K-12 schools.

*If an agency appears in both lists, select the agency from the list most appropriate for your school, for example, post-secondary versus K-12.

Accreditation Category	Description
State Recognitions	• Agency or agencies that grant your school the authority to operate and/or recognizes your school as an educational provider, if any. • Schools that operate in multiple states may have appropriate agencies/exemptions for each state.
Federal Aviation Administration (FAA) Certification	• For schools that offer flight training programs. • FAA Certifications Part 141/142 are entered in this section.

- **Refer to these resources for additional details:**
  - 8 Code of Federal Regulations (CFR) 214.3(g)(2)
  - 8 CFR-214.3(h)(3)
- **Education website for list of Nationally Recognized Accrediting Agencies**

Before starting, check with your registrar's office or other responsible office to confirm the types of accreditations your school has:

- U.S. Department of Education Recognized Agencies
- SEVP-Identified Accrediting Agencies
- State Recognitions
- Federal Aviation Administration (FAA)

Supporting documentation may be requested in the form of a request for evidence (RFE). Therefore, designated school officials (DSOs) should have the documents ready when they submit the Form I-17 update in SEVIS.

Guidelines for Accreditations and Recognitions

Schools must report to SEVIS only institutional accreditations and recognitions that allow them to offer the programs of study listed on the Form I-17. Program or department-specific accreditations are needed only if the institutional accreditation or recognition does not cover all programs listed on the Form I-17.

Examples	
	School A has an institutional accreditation from the Western Association of Schools and Colleges' (WASC) that covers all programs it offers. It also has program specific accreditations for its law school, engineering school, and nursing program. **Required listing on the Form I-17:** WASC
	School B is also accredited by WASC. This accreditation covers all its programs, listed on the Form I-17, but one. It has a separate accreditation for the one program on the Form I-17 that is not covered by WASC. **Required listing on the Form I-17:** WASC and the separate accreditation/recognition.

Schools must list only their accreditations and recognitions. Do not enter association memberships into SEVIS.

Process

To update the *Accreditations and Recognitions*, complete the following process:

Listing of Schools

| Alerts | Search | New Student | Student Lists | Reports | Downloads | Mass Actions |

SEVP Robertson School for Advanced Study WAS214F21211000 ▾ Select a school to see a list of campuses for that school

SEVP Robertson School for Advanced Study WAS214F21211000
SEVP School for Advanced SEVIS Studies BAL214F44444000
Topaz School WAS214F25555000

Select	Name of Campus	Campus Code	Location (City, State)	Role
🔔 ⦿	Flight Academy	WAS214F21211001	Friendly, MD	PDSO
🔔 ○	Main Campus	WAS214F21211000	Arlington, VA	PDSO
🔔 ○	Robertson School for Practical Skills	WAS214F21211002	Arlington, VA	PDSO

🔔   Indicates an alert for that campus
★   Indicates that the PDSO of the main campus has to apply for recertification
✳   Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
←   Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
→   Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

1. From the *Listing of Schools* page, select the school you want to edit by opening the drop-down list. The selected school name displays as a hyperlink below the drop-down menu.

> Updating the accreditations and recognitions for the main campus also updates the accreditations and recognitions for all campuses/schools associated with the Main Campus.

2. Click the hyperlinked school name. The *School Information* page opens with the name of the school displayed at the top of the page.

School Information
SEVP Robertson School for Advanced Study
School Code: WAS214F21211000

Certification Expiration Date: 01/01/9999
School Status: APPROVED
Next User Verification Date: 03/02/2017
Previous School Code: N/A

Print I-17 Form

Page Navigation:
1. Contact Information

2. Programs of Study

3. Accreditations and Recognitions

4. School Calendar, Costs and Demographics

5. Campuses, Instructional Sites and Officials

Actions:
Update School Information (Form I-17)

Views:
View Draft Update

View Event History

Section 1: Contact Information

1.1 **Approval for Attendance of Students Under:**
Section 101(a)(15)(f) of the Act (Academic and Language Students)
Section 101(a)(15)(m) of the Act (Vocational Students)

1.2 **Name of School or School System:** SEVP Robertson School for Advanced Study

1.3 **Name of Main Campus:** Main Campus

1.4 **Mailing Address of the School:**
2451 Crystal Drive
Arlington, VA 22202

1.5 **Telephone Number:**

1.6 **Fax Number:**

1.7 **Physical Location of the School:**
2451 Crystal Drive
Arlington, VA 22202

1.8 **School Type:** Public

Section 2: Programs of Study   Top of Page

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2.4 **Courses of Study and Time Necessary to Complete each:**
Courses of study and time necessary to complete each: Courses of study and time

Section 3: Accreditations and Recognitions   Top of Page

3.1 **Date School Was Established:** 01/01/1990

3.2 **Department of Education Recognized Accrediting Agencies:**

Effective Dates	Agency
11/20/2010 - 11/20/2020	Middle States Commission on Secondary Schools
11/25/2010 - 11/24/2020	Middle States Commission on Higher Education

3.3 **SEVP Identified Accrediting Agencies:**

Effective Dates	Agency
11/20/2010 - 11/20/2020	Middle States Association of Colleges and Schools (MSA)
11/25/2010 - 11/24/2020	Independent Schools Association of the Central States (ISACS)
11/25/2010 - 11/24/2020	Middle States Association of Colleges and Schools, Commission on Elementary and Secondary Schools (MSA CESS)
11/25/2010 - 11/24/2020	National Federation of Nonpublic School State Accrediting Associations (NFNSSAA)

3.4 **State Recognitions:**

Effective Dates	Agency
11/20/2010 - 11/20/2020	Virginia: Department of Education
11/20/2010 - 11/20/2020	Virginia: State Council of Higher Education for Virginia:
11/20/2010 - 11/20/2020	Virginia: Veterans Affairs

3.5 **Optional Comments:**

3.6 **FAA Certification:**
Part 141 Certification Number: 12345678... ...1/2015 , Expires: 12/30/2020

3. Click the **Update School Information (Form I-17)** link under the Actions section on the left of the *School Information* page. The *Update School Information (Form I-17): Contact Information* page opens.

Update School Information (Form I-17)
Contact Information
SEVP Robertson School for Advanced Study - WAS214F21211000
Required fields are marked with an asterisk (✱)
Fields requiring adjudication are marked with an hourglass (⧗)
What is the estimated time for completion of the Form I-17? ❶
Click here for information on required supporting documentation ❶

Page 1: Contact Information

Page 2: Programs of Study

Page 3: Accreditations and Recognitions

Page 4: School Calendar, Costs, and Demographics

Page 5: Campuses and Instructional Sites

Page 6: School Officials

Submit

1.1 **Approval for Attendance of Students Under** ✱ ⧗ ❷
   ☑ Section 101(a)(15)(f) of the Act (academic and language students)
   ☑ Section 101(a)(15)(m) of the Act (vocational students)

1.2 **Name of School or School System** ✱ ⧗ ❷
   What is the difference between a school and a school system?
   `SEVP Robertson School for Advanced Study`

1.3 **Name of Main Campus** ✱ ⧗ ❷
   What location should I enter as my main campus?
   `Main Campus`

1.4 **Mailing Address of the School** ✱ ⧗ ❷
   What should I enter in this field?
   Edit Address
   2451 Crystal Drive
   Arlington VA 22202

1.5 **Telephone Number** ⧗
   ( ) -

1.6 **Fax Number** ⧗
   ( ) -

1.7 **Physical Location of the School (No P.O. Boxes)** ✱ ⧗ ❷
   What should I enter in this field?
   ☑ Same as mailing address

4. Click **Page 3: Accreditations and Recognitions** link in the top, left box of the *Update School Information (Form I-17)* page. The *Accreditations and Recognitions* page opens.

Update School Information (Form I-17)
Accreditations and Recognitions
SEVP Robertson School for Advanced Study - WAS214F21211000

Required fields are marked with an asterisk (✱)

Fields requiring adjudication are marked with an hourglass (⧗)

Every option must have a selection. **None** is an acceptable option. Depending on your responses, you may be able to select **Not Required**.

Page 1: Contact Information

Page 2: Programs of Study

Page 3: Accreditations and Recognitions

Page 4: School Calendar, Costs, and Demographics

Page 5: Campuses and Instructional Sites

Page 6: School Officials

Submit

3.1 **Date School Was Established** ✱ — What should I enter in this field?

`01` / `01` / `1990`

3.2 **Department of Education Recognized Accrediting Agencies** ✱ ⧗ [Add] — Post Secondary Schools, Click Here for more information.

[Edit]	11/20/2010 - 11/20/2020	Middle States Commission on Secondary Schools
[Edit]	11/25/2010 - 11/24/2020	Middle States Commission on Higher Education

3.3 **SEVP Identified Accrediting Agencies** ✱ ⧗ [Add] — K-12 Schools, Click Here for more Information.

[Edit]	11/20/2010 - 11/20/2020	Middle States Association of Colleges and Schools (MSA)
[Edit]	11/25/2010 - 11/24/2020	Independent Schools Association of the Central States (ISACS)
[Edit]	11/25/2010 - 11/24/2020	National Federation of Nonpublic School State Accrediting Associations (NFNSSAA)

3.4 **State Recognitions** ✱ ⧗ [Add] — What are State Recognitions and do I need to list any?

[Edit]	11/20/2010 - 11/20/2020	Virginia: Department of Education
[Edit]	11/25/2010 - 11/24/2020	Virginia: State Council of Higher Education for Virginia:

3.5 **Optional Comments** — What is the purpose of the comment field?

5. The school's current accreditation information pre-populates.

Every option must have a selection. **None** is an acceptable option. Depending on your responses, you may be able to select **Not Required**.

3.1 **Date School Was Established** ✱ — What should I enter in this field?

`05` / `12` / `1929`

3.2 **Department of Education Recognized Accrediting Agencies** ✱ ⧗ [Add] ☑ **None** — Post Secondary Schools, Click Here for more information.

3.3 **SEVP Identified Accrediting Agencies** ✱ ⧗ [Add] ☑ **None** — K-12 Schools, Click Here for more Information.

3.4 **State Recognitions** ✱ ⧗ [Add] — What are State Recognitions and do I need to list any?

[Edit]	01/01/2014 -	N/A	Alabama: Commission on Higher Education

3.5 **Optional Comments** — What is the purpose of the comment field?

If your school does not hold an accreditation or recognition in a section, leave **None** selected. There are several situations when accreditations or recognitions are not held. They are described below:

Accreditation or Recognition	Description
U.S. Department of Education Recognized Agencies*	• **None** indicates either the accrediting agency is not listed or your school is not accredited.
SEVP-Identified Accrediting Agencies*	• **None** indicates either the accrediting agency is not listed or your school is not accredited.
State Recognitions	• **None** indicates the school lacks required state recognition. • **Exempt** means the school is not required to have a state recognition/licensure.
Federal Aviation Administration (FAA) Certification	• **None** indicates your school does not have FAA Part 141 or 142 certification. • **Not Required** indicates your school does hold FAA Part 141 or 142 Certification, and is not seeking SEVP certification for those programs of study.

6. Update the accreditation and recognition information, as needed.

> Each section on the *Accreditations and Recognitions* page must have an option selected. If your school does not have an accrediting agency or recognition, **None** is an acceptable option, and depending on your responses, **Not Required** may be selected.

Section 3.1: Date School Was Established

- Enter the date your school was established.
- Format – MM/DD/YYYY.

Section 3.2: Department of Education Recognized Accrediting Agencies

Department of Education Recognized Accrediting Agencies are the federally recognized agencies that authorize your school (not the state departments of education).

> The Department of Education Recognized Accrediting Agencies must have a value entered. If your school does not hold any Department of Education accreditations, **None** must be checked.

1. To enter a new Department of Education-recognized accrediting agency from the *Accreditations and Recognitions* page:

- Click **Add.** The *Department of Education Recognized Accrediting Agencies* modal opens.

- Click the **Agency** drop-down arrow to display the list of Department of Education Recognized Accrediting Agencies.

- Select the accrediting agency.

Department of Education Recognized Accrediting Agencies

Agency:

Congressional Exemption
Academy of Nutrition and Dietetics, Accreditation Council for Education in Nutrition and Dietetics
Accreditation Commission for Acupuncture and Oriental Medicine
Accreditation Commission for Education in Nursing, Inc. Formerly: National League for Nursing Accrediting Commission
Accreditation Commission for Midwifery Education
Accreditation Council for Pharmacy Education
Accrediting Bureau of Health Education Schools
Accrediting Commission of Career Schools and Colleges
Accrediting Council for Continuing Education and Training
Accrediting Council for Independent Colleges and Schools
American Association for Marriage and Family Therapy, Commission on Accreditation for Marriage and Family Therapy Education
American Bar Association, Council of the Section of Legal Education and Admissions to the Bar
American Board of Funeral Service Education, Committee on Accreditation
American Dental Association, Commission on Dental Accreditation
American Occupational Therapy Association, Accreditation Council for Occupational Therapy Education
American Optometric Association, Accreditation Council on Optometric Education
American Osteopathic Association, Commission on Osteopathic College Accreditation
American Physical Therapy Association, Commission on Accreditation in Physical Therapy Education
American Podiatric Medical Association, Council on Podiatric Medical Education

Note: Use the **Optional Comments** field on this page to list any state agency not in the drop-menu.

> For a list of the Department of Education Recognized Accrediting Agencies, see The Database of Accredited Postsecondary Institutions and Programs on the SEVIS webpage http://ope.ed.gov/accreditation/agencies.aspx.

> Only postsecondary institutions should be selecting from the Department of Education Recognized Accrediting Agencies list.

- Enter the **Effective Date** of accreditation. (Format – MM/DD/YYYY)

> The Effective Date is required and cannot be more than 100 years earlier than today. It cannot be in the future. It should reflect the start date of your most recent accreditation.

- Enter the **Expiration Date** of accreditation. (Format – MM/DD/YYYY)

> The Expiration Date is required and must be in the future, but cannot be more than 100 years from today.

- To add more Department of Education Recognized Accrediting Agencies, click **Add Another** and repeat the above steps to include all desired agencies.

- Click **Done** to add the accrediting agency or agencies. The agencies are displayed with the agency name, effective date, and expiration date.

2. To edit the accreditation dates or delete an accrediting agency:

- Click **Edit** to the left of a specific accrediting agency's date. The *Department of Education Recognized Accrediting Agencies* modal opens.

3.2	Department of Education Recognized Accrediting Agencies ✳ 🗒 [Add]	Post Secondary Schools, Click Here for more information.
	❷	
[Edit]	11/20/2010 - 11/20/2020	Middle States Commission on Secondary Schools
[Edit]	11/25/2010 - 11/24/2020	Middle States Commission on Higher Education

- Change the dates in the **Effective Date** or **Expiration Date** fields, if needed.

- Click **Delete Entry**, if the Department of Education Recognized Accrediting Agency does not authorize your school any longer.

Department of Education Recognized Accrediting Agencies

Agency: Middle States Commission on Secondary Schools

*Effective Date: 11 / 20 / 2010   *Expiration Date: 11 / 20 / 2020

Cancel   [Delete Entry] [Done]

- Click **Done** when the update is completed.

> ⓘ Changes will be saved when you navigate away from the page, but will not be submitted until you click **Submit** under *Page 6: School Officials* in the top, left corner of the page.

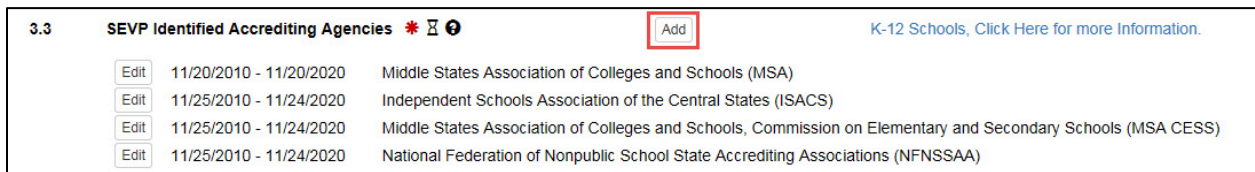## Section 3.3: SEVP Identified Accrediting Agencies

The SEVP Identified Accrediting Agencies that authorize your school are used primarily by K-12 schools.

> ⓘ This is a required field. If your school is not accredited by an **SEVP Identified Accrediting Agency**, click the **None** checkbox.

1. To enter a new SEVP Identified Accrediting Agency from the *Accreditations and Recognitions* page:

- Click **Add**. The *SEVP Identified Accredited Agencies* modal opens.

- Click the **Agency** drop-down arrow to display the list of SEVP Identified Accrediting Agencies.

SEVP Identified Accrediting Agencies

Agency:

Accreditation Commission of the Texas Association of Baptist Schools
Accreditation International
Accrediting Association of Seventh-day Adventist Schools
Accrediting Association of Seventh-day Adventist Schools (SDA)
Accrediting Commission of Educational Institutions (CADIE)
Alabama Independent School Association (AISA)
American Association of Christian Schools (AACS)
American Montessori Society (AMS)
Arkansas Nonpublic School Accrediting Association (ANSAA)
Association of Christian Schools International (ACSI)
Association of Christian Schools International (ACSI), South-Central Region
Association of Christian Teachers and Schools (ACTS)
Association of Classical and Christian Schools (ACCS)
Association of Colorado Independent Schools (ACIS)
Association of Independent Maryland & DC Schools (AIMS/MDDC)
Association of Independent Schools in New England (AISNE)
Association of Independent Schools of Florida (AISFL)
Association of Waldorf Schools of North America (AWSNA)
California Association of Independent Schools (CAIS/CA)

*Effect

Cancel

- Select the accrediting agency.

> For a list of the SEVP Identified Accrediting Agencies, see
> https://www.ice.gov/sites/default/files/documents/Document/2016/sevisAccreditingAgencyList.pdf.

- Enter the **Effective Date** of accreditation. (Format – MM/DD/YYYY)

> The Effective Date is required and cannot be more than 100 years earlier than today. It cannot be in the future. It should reflect the start date of your most recent accreditation.

- Enter the **Expiration Date** of accreditation. (Format – MM/DD/YYYY)

> The Expiration Date is required and must be in the future, but cannot be more than 100 years from today.

- To add more SEVP Identified Accrediting Agencies, click **Add Another** and repeat the above steps to include all desired agencies.

- When the last agency is entered, click **Done** to add the accrediting agency/agencies. The agencies are displayed with the agency name, effective date, and expiration date immediately below the **Add** button of the SEVP Identified Accrediting Agencies field.

2. To edit the accreditation dates or delete an accrediting agency:

- Click **Edit** to the left of a specific accrediting agency's date. The *SEVP Identified Accrediting Agencies* modal opens.

SEVP Identified Accrediting Agencies

Agency: Middle States Association of Colleges and Schools (MSA)

*Effective Date: 11 / 20 / 2010   *Expiration Date: 11 / 20 / 2020

Cancel   Delete Entry | Done

- Change the **Effective Date** or **Expiration Date**, as needed.
- Click **Delete Entry** to delete the accrediting agency, as needed.
- Click **Done**.

> - If your school is recognized by a state agency that is not on this list, you may choose **None**.
> - Changes will not be recorded until you click **Submit** under *Page 6: School Officials* in the top, left corner of the page.

Section 3.4: State Recognitions

The State Recognitions agency or organization is the state educational oversight body under which your school is authorized or licensed. If your school has campuses in more than one state, there may be more than one state authorization listed in this field.

> The State Recognitions section must have a value entered. If your school does not hold any State Recognitions, **None** must be checked.

	SEVP Identified Accrediting Agencies	Add ☐ None	K-12 Schools, Click here for more information.
3.4	**State Recognitions** ✱ ⌛ ❷	Add ☑ None	What are State Recognitions and do I need to list any?
	Optional Comments ❷		What is the purpose of the comment field?

> SEVP does not anticipate many schools selecting **None** in this category. Ensure your school is not required to be licensed, recognized, or exempt from state requirements.

1. To add a new State Recognition from the *Accreditations and Recognitions* page:

*   Click **Add**. The *State Recognitions* modal opens.

*   Click the **State Recognition** drop-down arrow and select either:

    o   **Name of the state: name of state agency** – Agency that recognizes or licenses your school to operate.

    o   **Name of the state: Exempt** – School is exempt from State Recognition.

    o   **Name of the state: Veterans Affairs** – School has Veterans Affairs recognition in lieu of State Recognition.

*   For a list of the State Recognition Agencies, see http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html.

*   If your school has instructional sites in multiple states, ensure an option for each state is selected from the drop-down list.

*   If your school is recognized by a state agency not on this list, you may choose **None** on the *Accreditations and Recognitions* page, and then list the agency in the **Optional Comments** field.

- Enter the **Effective Date** of the State Recognition.
  (Format – MM/DD/YYYY)

> - The **Effective Date** is required for a State Recognition and must be on or after July 4, 1776. It cannot be in the future.
> - If your school is exempt for a state, an **Effective Date** is not required and N/A (Not Applicable) will appear in the date fields.

- Enter the **Expiration Date** of the State Recognition.
  (Format – MM/DD/YYYY)

> The **Expiration Date** can be **N/A**, if the State Recognition does not expire.

- To add more **State Recognition** agencies, click **Add Another** and repeat the above steps until all desired recognitions are added.

State Recognitions

If your school is recognized by a state agency not on this list, you may choose "None" and list the agency under "Licenses and Other Recognitions".

State Recognition: [▼]

*Effective Date: [ ] / DD / YYYY   *Expiration Date: MM / DD / YYYY
                                        ☐ N/A

Cancel   [Add Another] [Done]

- Click **Done** when the last state recognition is entered. The recognitions are displayed with the state and recognition name, effective date, and expiration date immediately below the **Add** button.

2. To edit the accreditation dates or delete a State Recognition:

- Click **Edit** to the left of a specific State Recognition's date. The *State Recognitions* modal opens.

- o Change the **Effective Date** or **Expiration Date**, as needed, and click **Done**.
- o Click **Delete Entry** to delete the State Recognition or exemption.

> Changes will be saved when you navigate away from the page but will not be submitted until you click **Submit** under *Page 6: School Officials* in the top left corner of the *Optional Comments* page.

Section 3.5: Optional Comments

Use the Optional Comments field to enter information about licenses, accreditations, and other recognitions that are relevant to SEVP certification.

- Enter any clarifying comments about the school's accreditation and recognition.

- There is a 1,000-character limit on this field with a characters remaining counter.

> ⓘ Changes will be saved when you navigate away from the page, but will not be submitted until you click **Submit** under *Page 6: School Officials* in the top left corner of the page.

Section 3.6: FAA Certification

Certification from the Federal Aviation Administration (FAA) is required for schools that offer flight training. Flight school officials must enter the school's FAA Part 141 or 142 Certification and Air Agency Certificate number with expiration date. SEVP only accepts full FAA Part 141 or 142 Certifications. To edit or delete FAA Certifications:

- Select either **Part 141/Part 142**, **None,** or **Not Required**.
  - Click either **None** or **Not Required,** if your school does not have any FAA Certifications.
    - **None** means that your school does not offer any flight-related programs to nonimmigrant students.
    - **Not Required** means that your school may have an FAA Certification, but you do not offer any flight-related programs to nonimmigrant students; or you selected a Department of Education Recognized Accrediting Agency, SEVP Identified Accrediting Agency, or State Recognition that covers your school's programs.

> The **Not Required** displays if you have already entered information on a Department of Education Recognized Accrediting Agency, SEVP Identified Accrediting Agency, or State Recognition.

  - Select **FAA Certified – Part 141 and/or Part 142** to enter the school's FAA Part 141 or Part 142 Certification Number with expiration date.
- Enter the **FAA Certificate Number** for either Part 141, Part 142, or for both.
  - Use a maximum of eight characters in the FAA Certification Number.
  - Do not use any special characters or spaces.
- Enter the **Effective Date** of the FAA Certificate Number.
  (Format – MM/DD/YYYY)

> The **Effective Date** is required and must be on or after July 4, 1776. It cannot be in the future.

- Enter the **Expiration Date** of the FAA Certificate Number.
  (Format – MM/DD/YYYY)

The **Expiration Date** is required for FAA Part 141 Certification and must be in the future, but cannot be more than 100 years from today.

- To edit either **Part 141/Part 142**:

  - Deselect radio button for **FAA Certified – Part 141 and/or Part 142.** Existing information will be deleted.

  - Enter information, as detailed above. All rules and requirements remain constant.

Submit Accreditations and Recognitions Updates

When all required accreditation and recognition changes have been completed:

- Click **Save Draft** to save a draft of the Form I-17 without submitting changes.

Other functionally buttons at the bottom of the *Accreditations and Recognitions* page are:

- **Print Draft** – Prints out a new Form I-17 without submitting changes.
- **Previous** – Returns the user to *Page 2: Programs of Study* page without submitting changes.
- **Next** – Brings the user *to Page 4: School Calendar, Costs, and Demographics* page without submitting changes.
- **Cancel** – Cancels all changes made to the Form I-17 without saving changes and restores previous, saved values.

- Click **Submit** link from the list of page options in the top, left corner of the *Accreditations and Recognitions* page. The *Update School Information (Form I-17): Submit* page opens.

- PDSOs must click the checkbox attesting:
  - As PDSO, they are authorized to sign this petition on the behalf of this school.

- o They understand that unless the institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to 8 CFR 214.4.

- o All information contained within this petition is true and acknowledgement that the submission of inaccurate or misleading information may result in the loss of the institution's SEVP certification.

- o They understand that willful misstatements may constitute perjury under 18 U.S.C. 1621.

- o They understand that providing materially false, fictitious, or fraudulent information may subject them to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

- PDSOs must enter their **SEVIS Password** in the field provided.

- Click **Submit** to open the *Upload Evidence: Form I-17* page. "Upload Successfully submitted" and a petition update identifier number appear above the **Upload Evidence** link.

Refer to **Form I-17 Petition Update Overview** on the SEVIS Help Hub for instructions on how to Upload Evidence.

Schools with Multiple Campuses

Same Accrediting Agency – Different Dates

SEVIS only allows schools to select an accrediting agency once. Since some schools have different review dates for their individual campuses, schools should enter the accreditation validity dates associated with the school whose accreditation expires last.

Examples	School A has two locations, both accredited by the Western Association of Schools and Colleges' (WASC) • Accreditation dates for Campus/School 1: 9/23/2015 to 9/30/2016 • Accreditation dates for Campus/School 2: 7/8/2014 to 7/30/2015
	Entry on the Form I-17: Western Association of Schools and Colleges with the following dates: 9/23/2015 to 9/30/2016

The accreditation information would then only need to be updated by the Expiration Date listed on the Form I-17.

Different Accrediting Agencies for Different Campuses

Multi-campus schools may have different accreditations for the different locations. SEVIS does not provide the ability to enter such comments when selecting a specific accrediting agency. Schools must use the **Optional Comments** field on the *Accreditations and Recognitions* page to capture this information.

Select the accrediting agencies from the appropriate drop-down lists. If your campuses have different expiration dates, enter the **Effective Date** and **Expiration Date** per the instruction above. In the **Optional Comments** field, enter the name of the agencies, followed by the listing of SEVIS Campus Codes for the schools covered by each accrediting agency. The school Campus Code consists of the last three digits of the SEVIS school code.

Examples	School B has five locations: • Campus 1 and 3 are accredited by the Southern Association of Colleges and Schools (SACS) • Campus 2, 4, and 5 are accredited by the Florida Catholic Conference Accreditation Program (FCCCAP)
	Required listing on the **Optional Comments** field of the Form I-17: • SACS: 000 and 002 • FCCAP: 001, 003, and 004

Icon Guide

See the SEVIS Help Icons on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
September 27, 2016	Revised per changes in SEVIS Release 6.29
September 14, 2014	Revision – Changed Accreditations and Recognitions Conversion Job Aid into user guide that reflects the post-conversion "new normal."
May 7, 2014	Updated Accreditation Entry and State Recognition and Exemption information in Overview.
April 21, 2014	Initial Release – Accreditations and Recognitions Conversion Job Aid.