



**April 21, 2014** Revised to reflect changed guidance on entering accreditation start dates for Department of Education-recognized and SEVP-recognized accrediting agencies.

## SEVIS Accreditation and Recognition Conversion

The Student and Exchange Visitor Information System (SEVIS) Form I-17 Accreditation and Recognition Conversion project is a one-time conversion project to migrate existing schools' accreditations and state recognitions information into redesigned SEVIS fields, which allows schools to replace the fixed text fields with more accurate and complete information. This conversion, in turn, enables the Student and Exchange Visitor Program (SEVP) to ensure the continued eligibility of SEVP-certified schools.

### CONVERSION PERIOD

Start: April 19, 2014

Deadline: July 18, 2014

**Note:** On the printed Form I-17, the fixed text fields are Fields 12 and 13; but on the online Form I-17, the text fields are Fields 10 and 11.

**Note:** A DSO can enter information for the conversion, but only a PDSO can submit the completed Accreditation and Recognition Conversion form.

All SEVP-certified schools and all schools with pending petitions for Initial Certification will be affected by the conversion. On the first day of the conversion period:

- SEVIS will display a notice to all PDSOs and DSOs at SEVP-certified schools with no pending updates to their Form I-17 informing them that the conversion period has begun and providing access to the conversion tool. School officials will see this notice every time they log into SEVIS. The notice will cease to display when the school has completed the conversion. This notice applies to:
  - PDSOs and DSOs at schools with no pending updates to the Form I-17
  - PDSOs and DSOs at schools with pending updates to the Form I-17 that do not include the accreditations/recognitions fields
  - PDSOs and DSOs at schools with pending re-certifications petitions
- SEVP-certified schools with pending updates to the Accreditation and State Recognitions fields on the Form I-17 will be notified that the values in those fields were removed from the Form I-17. They will be directed to the conversion tool to enter their school accreditation and state recognition information to the new fields.



- Schools that have filed initial petitions for school certification will receive Requests for Evidence directing them to resubmit their Accreditation and State Recognition information in the new format on their Form I-17.

**Note:** Schools will need to complete the conversion, even while the updates to the Form I-17 are pending. The conversion is a separate activity from a regular Form I-17 update.

Submission of accreditation and state recognition information via the conversion tool will not lock the Form I-17 petition. Per regulation, all changes to this field will require review by SEVP School Certification Unit (SCU); however, these reviews will be conducted as out of cycle reviews.

At the end of the conversion period, schools who have not converted their accreditation and state recognition information into the new format will have their existing information deleted from the Form I-17. Any updates to accreditations and state recognitions made after the conversion are subject to the standard Form I-17 update policies and procedures.

**Note:** Although SEVP is not adjudicating the information submitted during the conversion, we are also not giving blanket approval. This information is subject to verification during future petition updates, out of cycle reviews, etc. Schools will be asked to remove any incorrect information.

The following is the list of SEVP guidelines for the accreditation and recognition process:

- **Accreditation Entry** – You may not have to enter all accreditations that your school holds. For example:
  - If all of your programs are covered by WASC accreditation, that is all you need to list.
  - Your school may also have an ABA accreditation for your law school or some dental accrediting body for your dental school, but if your institution is accredited by WASC, which recognizes all programs, you only need to list WASC.
- **Membership vs. Accreditation** – Only enter the name of the agency for which you hold full accreditation.

**Example:** If your school is a member of Association of Christian Schools International, but is not accredited by this agency, you should not list Association of Christian Schools International as a SEVP-Identified Accrediting Agency.
- **State Recognition and Exemption** – Only list the state agencies that grant your school the authority to operate and/or recognizes your school as a bona fide educational provider.



This job aid provides step-by-step instruction for converting your school's accreditations and state recognitions. This functionality will be released in SEVIS during the April 2014 release.

1. Log into SEVIS using your **User Name** and **Password**.

SEVIS Student & Exchange Visitor Information System

OMB 1653-0038  
OMB 1405-0147  
OMB 1405-0119

**Student & Exchange Visitor Information System (SEVIS)**

WARNING

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

User Name:   
Password:

Login Reset

[Register for New Account](#)  
[Request Password Reset](#)

The **Status Page** appears first. This provides your school's due date for completion of the Accreditation and Recognition Conversion and the number of days remaining until the deadline.

SEVIS Student & Exchange Visitor Information System

Logout SEVISFQTIAPP02 PDSO

**Your school must convert legacy Accreditation/Recognition information and submit it by 02/28/2014**

17 days remain to convert your information without an adjudicated update. For detailed information press Help and see Converting Accreditation/Recognition information.

Conversion required for the following school(s):

- [Rita F FQT School](#)

I Have Read and Understand This Notice

**WARNING:** If your school does not complete the conversion process by the deadline, SEVIS will show **None** for all types of accreditation/recognition information for your school. At that time, your school may be subject to an out-of-cycle review.



2. Click the school link under **Conversion required for the following school(s)**.

The screenshot shows the SEVIS interface with a blue header. The main content area has a white background with a blue border. It contains a notice: "Your school must convert legacy Accreditation/Recognition information and submit it by 02/28/2014". Below this, it says "17 days remain to convert your information without an adjudicated update. For detailed information press Help and see Converting Accreditation/Recognition information." Underneath, it lists "Conversion required for the following school(s):" followed by a link for "Rita F FQT School". At the bottom, there is a button that says "I Have Read and Understand This Notice".

3. Note the **Existing Accreditation Entry** and **Existing State Recognition Entry** fields. These fields identify any accrediting agencies or state recognitions recorded in SEVIS for your school. The primary goal of the conversion process is to provide this information consistently.

The screenshot shows a white box with a black border. At the top, it says "School Name". Below that, it explains: "This conversion allows schools to provide complete information on school accreditations/recognitions so SEVP can better ensure continuing eligibility. Using the fields provided below, convert your school's information. Help has detailed instructions. A DSO can provide and validate information; only a PDSO can submit it." There are two input fields: "Existing Accreditation Entry:" with a dropdown menu showing "national, regional, or state accrediting", and "Existing State Recognition Entry:" with a dropdown menu showing "federal, state, local, or other authorization".

4. **\*Accreditations and Recognitions**

- a. **Department of Education Recognized Accrediting Agencies:**

- (1) If your school is not accredited by a **Department of Education Recognized Accrediting Agency**, click the **None** checkbox and skip to **SEVP Identified Accrediting Agencies**.

The screenshot shows a grey dropdown menu for "Department of Education Recognized Accrediting Agencies". It has a blue "Add Selection" button and a "None" option with a checked checkbox.

**Note:** The Department of Education Recognized Accrediting Agencies must have a value entered. If your school does not have this type of accreditation/recognition, **None** must be checked.

- (2) To add a **Department of Education Recognized Accrediting Agency**, click **Add Selection**.

The screenshot shows the same grey dropdown menu for "Department of Education Recognized Accrediting Agencies". The "None" option is unchecked, and the "Add Selection" button is highlighted.

- (3) In the **Department of Education Recognized Accrediting Agencies** window:



- Click the **Agency** drop-down arrow.

Department of Education Recognized Accrediting Agencies

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".

**Agency:** [Dropdown menu]

**\*Effective Date:** [MM/DD/YYYY]      **\*Expiration Date:** [MM/DD/YYYY]

Cancel      Done      Add Another

- Select the accrediting agency.

Department of Education Recognized Accrediting Agencies

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".

**Agency:** [Dropdown menu]

- 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 Academy for Liberal Education
- 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

Add Another

**Note:** For a list of the Department of Education Recognized Accrediting Agencies, see the Accreditation Conversion Worksheet on the SEVIS webpage of Study in the States, under Resources. (<http://studyinthestates.dhs.gov/sevis>)

**Note:** You may also go to the U.S. Department of Education website for a list of the Nationally Recognized Accrediting Agencies.

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

**Note:** 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)

**Note:** 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.
- When the last agency is entered in the form, click **Done** to add the accrediting agency(ies). The agencies are displayed with the agency name, effective date, and expiration date immediately below the **Add Selection** option.

| Department of Education Recognized Accrediting Agencies |                         |   | Add Selection |
|---|-------------------------|---|---------------|
| Edit  | 01/31/2013 - 01/31/2015 | American Physical Therapy Association, Commission on Accreditation in Physical Therapy Education    |               |
| Edit  | 03/01/2014 - 03/01/2017 | American Occupational Therapy Association, Accreditation Council for Occupational Therapy Education |               |
| Edit  | 06/01/2013 - 06/01/2016 | Council on Occupational Education   |               |

- (4) If you need to edit or delete an accrediting agency, click **Edit** next to the accrediting agency's date.

Department of Education Recognized Accrediting Agencies

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".

Agency: Council on Occupational Education

\*Effective Date: 06 / 01 / 2013 MM/DD/YYYY

\*Expiration Date: 06 / 01 / 2016 MM/DD/YYYY

Cancel Done Delete Entry

- To edit the Effective Date or Expiration Date, change the date and click **Done**.
- To delete the accrediting agency, click **Delete Entry**.

## b. SEVP Identified Accrediting Agencies:

- (1) If your school is not accredited by a **SEVP Identified Accrediting Agency**, click the **None** checkbox and skip to **State Recognitions**.

SEVP Identified Accrediting Agencies Add Selection  None

**Note:** The SEVP Identified Accrediting Agencies must have a value entered. If your school does not have this type of accreditation/ recognition, **None** must be checked.

- (2) To add a **SEVP Identified Accrediting Agency**, click **Add Selection**.

SEVP Identified Accrediting Agencies Add Selection  None



(3) In the **SEVP Identified Accrediting Agencies** window:

- Click the **Agency** drop-down arrow.
- Select the accrediting agency.

**Note:** For a list of the SEVP Identified Accrediting Agencies, see the Accreditation Conversion Worksheet on the SEVIS webpage of Study in the States, under Resources. (<http://studyinthestates.dhs.gov/sevis>)

**Note:** You may also go to the ICE.gov website for a list of SEVP Identified Accreditation Bodies for private elementary and secondary schools only.

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

**Note:** 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)

**Note:** 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 in the form, click **Done** to add the accrediting agency(ies). The agencies are displayed with the agency name, effective date, and expiration date immediately below the **Add Selection** option.

| SEVP Identified Accrediting Agencies |                         | Add Selection                           |
|--------------------------------------|-------------------------|---|
| <input type="button" value="Edit"/>  | 09/01/2012 - 09/01/2015 | Council of International Schools (CIS)  |
| <input type="button" value="Edit"/>  | 01/01/2011 - 01/01/2017 | Council on Occupational Education (COE) |

(4) If you need to edit or remove an accrediting agency, click **Edit** next to the accrediting agency’s date.

**SEVP Identified Accrediting Agencies**

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".

**Agency:** Council of International Schools (CIS)

**\*Effective Date:** 09 / 01 / 2012 MM/DD/YYYY

**\*Expiration Date:** 09 / 01 / 2015 MM/DD/YYYY

- To edit the Effective Date or Expiration Date, change the date and click **Done**.
- To delete the accrediting agency, click **Delete Entry**.

**c. State Recognitions:**

(1) If your school does not have any **State Recognitions**, click the **None** checkbox and skip to **Licenses and Other Recognitions**.

State Recognitions   **None**

- If you do not select a state agency, **None** must be checked.
- 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**.





**Note:** SEVP does not anticipate many schools selecting **None** in this category. Please ensure your school is not required to be licensed, recognized or exempt from these requirements.

(2) To add a **State Recognition**, click **Add Selection**.



(3) In the **State Recognitions** window:

- Click the **State Recognition** drop-down arrow.
- Select the state agency, which recognizes or licenses your school to operate, or the state that exempts your school from licensure or recognition.

**Note:** Currently, the drop-down does not include approval by Veterans Affairs. This will be added in a later release. If your programs fall under this approval, please add to the Licenses and Other Recognitions field below.

**Note:** For a list of the State Recognized Agencies, see the Accreditation Conversion Worksheet on the SEVIS webpage of Study in the States, under Resources.

<http://studyinthestates.dhs.gov/sevis>



- Enter the **Effective Date** of the state recognition.  
(Format – MM/DD/YYYY – If your school is exempt for a state, no Effective Date is required and N/A (Not Applicable) will appear in the date fields.)

**Note:** The Effective Date is required for a State Recognition and must be on or after July 4, 1776. It cannot be in the future.

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

**Note:** 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.
- When the last state recognition is entered, click **Done** to add the recognitions. The recognitions are displayed with the state and recognition name, effective date, and expiration date immediately below the **Add Selection** option.

| State Recognitions |                         |   | Add Selection |
|--------------------|-------------------------|---|---------------|
| Edit               | 03/31/2011 - 03/31/2017 | Maryland: Department of Education                           |               |
| Edit               | N/A - N/A               | Virginia: Exempt  |               |
| Edit               | 01/01/2013 - 01/01/2019 | District of Columbia: Higher Education Licensure Commission |               |
| Edit               | 08/01/2012 - 08/01/2022 | West Virginia: Department of Education                      |               |

- (4) If a state recognition needs to be edited or deleted, click **Edit** next to the date.

**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".

Agency: West Virginia: Department of Education

\*Effective Date: 08 / 01 / 2012 MM/DD/YYYY

\*Expiration Date: 08 / 01 / 2022 MM/DD/YYYY

N/A

Cancel Done Delete Entry

- To edit the Effective Date or Expiration Date, change the date and click **Done**.
- To delete the state recognition or exemption, click **Delete Entry**.

#### d. Licenses and Other Recognitions:



**Note:** This field is for Licenses or Other Recognitions not listed in the previous categories, but which are required for your school to operate and/or which offer specific licenses, certifications, or degrees; per state, federal, or local regulations, laws, or policies.

- If your school does not have any **Licenses** or **Other Recognitions**, or one is not required, click either the **None** or **Not Required** checkbox.

Licenses and Other Recognitions      Add Selection       None       Not Required

- The **Licenses and Other Recognitions** must have a value entered. If your school does not have this type of license/recognition, choose **None** or **Not Required**.
- **Not Required** means that your school may have one or more Licenses or Other Recognitions. However, if you selected a Department of Education Recognized Accrediting Agency, an SEVP Identified Accrediting Agency, or a State Recognition that covers your school's programs, you chose not to list the licenses or recognitions.
- The **Not Required** checkbox displays if you have already entered information on a Department of Education Recognized Accrediting Agency, SEVP Identified Accrediting Agency, or State Recognition.

**Software Note:** There is a known, small issue with the **Not Required** checkbox displaying properly. To overcome until corrected in a future SEVIS release, maximize the application window. After maximizing the window, select the **Not Required** checkbox again. The check is now displayed in the checkbox and the **Add Selection** button is disabled. (This glitch only happens when the application window is smaller than full screen.)

- To add a **License** or **Other Recognition**, click **Add Selection**.

Licenses and Other Recognitions      Add Selection       None       Not Required

- In the **Add Selection** window:



- Enter the **License** or **Recognition** into the **License/Recognition** field. (300-character limit)

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

**Note:** 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 license or recognition. (Format – MM/DD/YYYY)

**Note:** The Expiration Date can be **N/A**, if the License or Recognition does not expire.

- To add more **Licenses** or **Recognitions**, click **Add Another** and repeat the above steps until all desired licenses or recognitions are added.

- When the last license or recognition is entered, click **Done** to add. The licenses and recognitions are displayed with the license or recognition name, effective date, and expiration date immediately below the **Add Selection** option.

| Licenses and Other Recognitions |                         | Add Selection                               | <input type="checkbox"/> Not Required |
|---------------------------------|-------------------------|---|---------------------------------------|
| Edit                            | 12/01/2012 - 12/01/2022 | Organization Name - License #1000           |                                       |
| Edit                            | 06/30/2007 - 06/30/2017 | Organization Name - Other Recognition #2562 |                                       |

- If a License or Recognition needs to be edited or deleted, click **Edit** next to the date.



- To edit the License or Recognition name or dates, make the desired change and click **Done**.
- To delete the License or Recognition, click **Delete Entry**.

e. **Optional Accreditation Comments:** (1000-character limit)

Enter any relevant comments to clarify the accreditation conversion.

5. **\*FAA Certification:**

a. Select either **Part 141/Part 142**, **None** or **Not Required**.

- If your school does not have any **FAA Certifications**, click either the **None** or **Not Required** checkbox.
- **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, an SEVP Identified Accrediting Agency, or a State Recognition that covers your school's programs.



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

b. If you choose **Part 141/Part 142**:

- Enter an FAA Certificate Number for either Part 141, Part 142, or for both.
- Use a maximum of eight characters in the FAA Certification Number but do not use any special characters or spaces.
- Enter the **Effective** date of the FAA Certificate Number.  
(Format – MM/DD/YYYY)

**Note:** 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)

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

6. **Attestation:** (Only the PDSO will be able to see the Attestation and the Submit options.)

- a. After completing the Accreditations and Recognitions Conversion form, read the **Attestation** statement.

**Attestation:**  
I attest that the Accreditation, Recognition, and FAA information submitted on behalf of my institution is accurate. I acknowledge that the submission of inaccurate or misleading information may result in the loss of my institution's SEVP Certification and/or my own access to SEVIS.  
SEVIS Password:

- b. If you acknowledge that the information entered into the Conversion form is true, enter your **SEVIS Password** to sign the form.

**Note:** If you enter the password incorrectly three times, you will be locked out of SEVIS.

7. **Submit:**

Click **Submit** to send the completed Accreditations and Recognitions Conversion form to SEVP.



**Note: Save Draft** – If you have only partially entered your conversion information, to save the incomplete Accreditations and Recognitions Conversion form, click **Save Draft** at the bottom left on the form.

**Note:** DSOs are able to enter and save information for the conversion, but only the PDSO will be able to see the Attestation and the Submit options.

If you have questions about this job aid or the conversion process, send your questions to [SEVISTechnicalFeedback@ice.dhs.gov](mailto:SEVISTechnicalFeedback@ice.dhs.gov).