



Contents

Overview of SEVIS Accreditations and Recognitions	1
Guidelines for Accreditations and Recognitions	1
Process	3
*Accreditations and Recognitions	4
Department of Education Recognized Accrediting Agencies	4
SEVP Identified Accrediting Agencies	6
State Recognitions	8
Licenses and Other Recognitions	10
Optional Accreditation Comments	12
*FAA Certification	12
Issues for Schools with Multiple Campuses	13
Same Accrediting Agency, Different Dates	13
Different Accrediting Agencies for Different Campuses	13

Overview of SEVIS Accreditations and Recognitions

SEVIS is an Internet-based application that facilitates timely electronic reporting and monitoring of international students and exchange visitors (EVs) and their dependents in the United States. To be authorized to use SEVIS, schools must apply to the Student and Exchange Visitor Program (SEVP) using a Form I-17 to request SEVIS certification.

Schools must list any over-arching institutional accreditations they hold under one of the following categories:

- Department of Education Recognized Agencies
- SEVP-Identified Accrediting Agencies
- State Recognitions
- Licenses and Other Recognitions

SEVP-certified schools are required to update this information whenever it changes.

This user guide provides instruction on how to update an accreditation and/or recognition.

Guidelines for Accreditations and Recognitions

Schools must list only the institutional accreditations and recognitions that allow them to offer the programs of study listed on the Form I-17. Program- or department-specific



accreditations must be included only if the institutional accreditation does not cover that program.

Example	<p>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, its engineering school, and its nursing program.</p> <p>Required listing on the I-17: WASC</p>
	<p>School B is also accredited by WASC. This accreditation covers all its programs, but one. It has a separate accreditation for the program not covered by WASC.</p> <p>Required listing on the I-17: WASC and the separate accreditation/recognition.</p>

Schools must list only their accreditations and recognitions. Do not enter memberships in various associations into SEVIS.

Department of Education
Recognized Agencies*

- Agencies recognized by federal Department of Education, not state departments of education
- For post-secondary schools only
- Select **None** if your agency is not listed or your school is unaccredited

SEVP-Identified Accrediting
Agencies*

- Primarily for K-12 schools
- Select **None** if your agency is not listed or your school is unaccredited

*If an agency appears in both lists, select it from the list appropriate for your school.



State Recognitions

- Select agency(ies) that grants your school the authority to operate and/or recognizes your school as an educational provider, if any
- If your school operates in multiple states, select appropriate agencies/exemptions for each state
- **None** implies school lacks required state recognition
- **State: Exempt** means school is not required to have state recognition/license

Licenses and Other Recognitions

- List any accreditations or recognitions for educational programs NOT otherwise covered by institutional accreditation, but necessary for SEVP certification
- Enter any FAA Certifications other than Part 141/142 in this section

Process

1. Log in to SEVIS.
2. From the Main/Listing of Schools page, click the name of the school whose Form I-17 you want to update. The School Information page displays.
Note: Updating the accreditations and recognitions for the main campus also updates the accreditations and recognitions for all schools associated with the Main campus.
3. Click **Edit School** from the school information page.
4. Navigate to **Field 10 *Accreditations and Recognitions** on page two of the Form I-17.

10.* Accreditations and Recognitions
Enter a choice for each option. **None** is acceptable. Depending on your responses, **Not Required** may be an option. This means your school may have these types of recognitions but you can choose **Not Required** instead of listing all of them. See Help for more details.

Department of Education Recognized Accrediting Agencies None
 11/25/2010 - 11/24/2020 Middle States Commission on Higher Education

SEVP Identified Accrediting Agencies None

State Recognitions None

Licenses and Other Recognitions None Not Required Add only if not covered by institutional or other accreditation but required for your school to operate and/or offer specific licenses, certifications or degrees.

Optional Accreditation Comments

5. Update the entry for the type of accreditation you want to record by doing one of the following:
 - a. Click the **None** checkbox next to the **Add Selection** button, if no accrediting agencies are already listed under that type of accrediting agency. This deselects **None** and enables the **Add Selection** functionality for that type of accreditation.



- b. Click **Add Selection** if you want to add another accrediting agency under that type of accrediting agency.
- c. Click **Edit** in front of the specific accreditation you want to:
 - Edit the agency name
 - Edit the validity dates of the accreditation
 - Delete the accreditation

Note: See the [Accreditations and Recognitions](#) section below for more details.

- 6. Update **Field 11 *FAA Certification**. See the [FAA Certifications](#) section below for more details.
- 7. Click **Save** to save a draft of the Form I-17 or navigate to the last page of the Form I-17 and click **Submit**.

*Accreditations and Recognitions

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**.

Department of Education Recognized Accrediting Agencies None

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**.

Department of Education Recognized Accrediting Agencies None

- 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:

*Effective Date: / / MM/DD/YYYY

*Expiration Date: / / MM/DD/YYYY

Cancel

- 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:

- 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.

Note: 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)

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

	Effective Date	Expiration Date	Agency Name
<input type="button" value="Edit"/>	01/31/2013	01/31/2015	American Physical Therapy Association, Commission on Accreditation in Physical Therapy Education
<input type="button" value="Edit"/>	03/01/2014	03/01/2017	American Occupational Therapy Association, Accreditation Council for Occupational Therapy Education
<input type="button" value="Edit"/>	06/01/2013	06/01/2016	Council on Occupational Education

Add Selection

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



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

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**.

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**.

3. In the **SEVP Identified Accrediting Agencies** window:

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



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:

- 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)
- 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)

Done Add Another

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.

Note: The SEVP Identified Accrediting Agencies list is to be used primarily by K-12 schools.

- 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
Edit	09/01/2012 - 09/01/2015	Council of International Schools (CIS)
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.



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

State Recognitions

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

- 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 state 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: For a list of the State Recognition 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.



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

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. These other Licenses and Other Recognitions should only be added if they are required for SEVP certification.

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

- 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.

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

3. In the **Licenses and Other Recognitions** 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.

4. 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**.

Optional Accreditation Comments

Optional Accreditation Comments

Enter any relevant comments to clarify the accreditation conversion. There is a 1,000 character limit on this field.

*FAA Certification

Note: Certification from the Federal Aviation Administration (FAA) is required for schools that offer flight training.

*** FAA Certification:**
You must choose one of the options below. If you choose Part 141/Part 142, you can enter an FAA Certification Number for either Part 141, Part 142, or for both.
Note: The FAA number must be 8 characters and cannot include any special characters or spaces.

	FAA Certification Number	Effective Date: mm/dd/yyyy	Expiration Date: mm/dd/yyyy
<input type="radio"/> Part 141	<input type="text"/>	Effective Date: <input type="text"/>	Expiration Date: <input type="text"/>
<input type="radio"/> Part 142	<input type="text"/>	Effective Date: <input type="text"/>	Expiration Date: <input type="text"/>
<input type="radio"/> None			
<input type="radio"/> Not Required			

1. 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.
2. 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 for FAA Part 1 Certification and must be in the future, but cannot be more than 100 years from today.

Schools with other FAA certifications should list them under Licenses and Other Recognitions and provide an explanation in the Accreditations Comments box.

Issues for Schools with Multiple Campuses

Same Accrediting Agency – Different Dates

SEVIS will only allow schools to select an accrediting agency once. Since schools often have different review dates associated with their individual campuses, schools should enter the accreditation validity dates associated with the school whose accreditation expires the furthest into the future.

Example	School A has two locations, both accredited by the Western Association of Schools and Colleges ³ (WASC)
	<ul style="list-style-type: none"> • Accreditation dates for School 1: 4/23/2014 to 4/30/2015 • Accreditation dates for School 2: 7/8/2013 to 7/30/2014
	<p>Entry on the I-17: Western Association of Schools and Colleges with the following dates:</p> <p style="text-align: center;">4/23/2014 to 4/30/2015</p>

The accreditation information would not need to be updated until the expiration date listed on the 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 descriptive comments when selecting a specific accrediting agency. Schools must use the Optional Accreditation Remarks field to capture this information.

Select the accrediting agencies from the appropriate drop-down lists, and enter the validity periods per the instruction above, if various campuses have different expiration dates. In the Remarks field, enter the name of the agencies followed by the listing of SEVIS Campus Codes for the schools covered by that accrediting agency. The school Campus Code consists of the last three digits of the SEVIS school code.



Example	<p>School B has five locations:</p> <ul style="list-style-type: none">• School 1 and 3 are accredited by the Southern Association of Colleges and Schools (SACS)• Schools 2, 4, and 5 are accredited by the Florida Catholic Conference Accreditation Program (FCCCAP)
	<p>Required listing on the Optional Accreditation Remarks field on the I-17:</p> <ul style="list-style-type: none">• SACS: 000 and 002• FCCAP: 001, 003, and 004