



Recertification

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Overview: Recertification

SEVP-certified schools must [re-certify](#) every two years to ensure they:

- Remain eligible for certification
- Have complied with all record keeping, retention, reporting, and other requirements in accordance with the regulations.

180 days before a school's certification expiration date (CED), SEVIS will notify designated school officials (DSOs) that the school must apply for recertification.



Regulations

School officials must be familiar with the federal regulations and policies that govern schools that sponsor international students for F-1 or M-1 status. These regulations detail the school's:

- Responsibilities for managing their programs.
- Legal reporting requirements.



[Title 8 Code of Federal Regulations \(CFR\) 214.3](#)
[Title 8 Code of Federal Regulations \(CFR\) 214.2\(f\)](#)
[Title 8 Code of Federal Regulations \(CFR\) 214.2\(m\)](#)

[Form I-17 Filing Evidence](#)
[Final Policy Guidance](#)

Resources

The following resources provide useful information to guide you through the recertification process.



Resources on ICE.gov:

- [Recertification Checklist](#)
- [Recertification Additional Evidence Guide](#)

Articles on Study in the States:

- [Tips to Navigating the Recertification Process](#)
- [Getting Started with SEVP Recertification](#)

Process

To file for recertification, PDSOs must:

- Log in to SEVIS to apply for recertification from the *School Information* page
- Submit a complete recertification package via email to recert.sevis@ice.dhs.gov by the [school's certification expiration date \(CED\)](#)



If you need to make edits to the Form I-17, submit a petition update prior to applying for recertification.



Electronic Notifications

School officials receive several notices from SEVIS about the need to apply for recertification.

SEVIS sends several emails to school officials, informing them of the need to file for recertification. Emails are sent at 180, 90, and 30 days before the filing deadline. SEVP sends emails to all email addresses listed in SEVIS.

Notice upon log in

180 days before a school's **certification expiration date (CED)**, SEVIS displays a recertification notice upon login. All school officials at the school see this message.

An official website of the U.S. government

 **SEVIS** | Student & Exchange Visitor Information System | 1-800-892-4829 SEVIS Help Desk

Recertification Application

You are associated with a school that requires recertification. The PDSO of the main campus must submit a recertification application. If the application is not submitted by the expiration date the school will be Withdrawn without appeal rights. Your school's access to SEVIS will terminate at the end of the session following the withdrawal action.

If you have a pending update, please do not proceed with recertification until your update has been adjudicated.

By clicking "continue" on this screen, you will not be directed to the recertification page; rather, you will be directed to your Listing of Schools page.recertification.label.apply.recertification

Flag on the Listing of Schools page

SEVIS displays a star (★) icon next to the name of the school that must apply for recertification.



Listing of Schools

Alerts
Search
+ New Student
Student Lists
Reports
Downloads
Mass Actions

SEVP School for Advanced SEVIS Studies BAL214F44444000 Select a school to see a list of campuses for that school

★ SEVP School for Advanced SEVIS Studies BAL214F44444000

Select	Name of Campus	Campus Code	Location (City, State)	Role
<input checked="" type="checkbox"/>	SEVP School for Smart Questions	BAL214F44444002	ARLINGTON, VA	PDSO
<input type="checkbox"/>	SEVP School for Advanced SEVIS Studies	BAL214F44444000	ARLINGTON, VA	DSO

- 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

Failure to File a Complete Petition

SEVP will serve a Notice of Intent to Withdraw (NOIW) to the school 30 days prior to a school's certification expiration date. 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, SEVP will immediately withdraw the school's certification.



8 CFR 214.4(a)(3) details the criteria for automatic withdrawal

Apply for Recertification



School Information

SEVP School for Advanced SEVIS Studies
School Code: BAL214F44444000

[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 \(Form I-17\)](#)

[Apply for Recertification](#)

[Register for Batch Processing](#)

[Request Password Reset for DSOs](#)

Certification Expiration Date: 12/01/2016
School Status: APPROVED
Next User Verification Date: 09/04/2016
Previous School Code: N/A

Section 1: Contact Information

- 1.1 **Approval for Attendance of Students Under:**
Section 101(a)(15)(f) of the Act (Academic and Language Students)
- 1.2 **Name of School or School System:** SEVP School for Advanced SEVIS Studies
- 1.3 **Name of Main Campus:** SEVP School for Advanced SEVIS Studies
- 1.4 **Mailing Address of the School:**
126 N WAYNE ST
ARLINGTON, VA 22201-1516
- 1.5 **Telephone Number:** 555-555-5555
- 1.6 **Fax Number:** 555-555-5555
- 1.7 **Physical Location of the School:**
126 N WAYNE ST
ARLINGTON, VA 22201-1516
- 1.8 **School Type:** Public

1. Go to the *School Information* page. Click the **Apply for Recertification** link. The *Recertification Electronic Attestation* page opens.

	<p>Only PDSOs are able to submit the recertification application.</p>
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Recertification

Recertification Electronic Attestation

(Note: If your school has submitted updates, these updates must be adjudicated prior to submitting the recertification application. If you proceed while submitted updates are pending adjudication, they will be auto-canceled. If your school requires an update, please submit an update prior to submitting your recertification petition. Once you submit the recertification application, PDSOs and DSOs WILL NOT be able to make any updates to the recertification Form I-17 until it has been adjudicated by SEVP.)

By pressing "Submit," I attest that I am the Principal Designated School Official (PDSO) for this institution, and am therefore legally authorized to execute this petition. I attest to the veracity of all information contained within this petition. 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.

I attest that I understand that false certification may subject me to criminal prosecution under 18 U.S.C. 1001, which reads: "Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry, shall be fined under this title or imprisoned not more than 5 years, or both."

2. Click **Cancel** or **Submit**.



- **Cancel** returns you to the *School Information* page without filing the recertification petition.
- **Submit** files the petition. The confirmation page opens.

Recertification

Recertification Application Has Been Submitted

You will receive an email confirming the submission of this recertification application. The email will contain additional information on the application review process.

SEVP will review the application and determine the school's eligibility for continued enrollment in SEVIS. You will be notified of the eligibility decision via email. If further review is required to determine the eligibility, SEVP will contact you with additional instructions.

[Return to School View](#)

3. Print a copy of the Form I-17 and all its continuation pages from SEVIS.
4. SEVIS will email the PDSO additional instructions. for completing the recertification package.

Submit the Complete Recertification Package

Submitting the petition in SEVIS is only the first step. You must email SEVP a complete recertification package. A complete recertification package includes:

- A signed Form I-17, which requires signatures on the Form I-17 A Record of Designated School Officials

Note: The Form I-17 must be signed by the PDSO and all designated school officials and the President, owner, or head of school.

- Additional required evidence based on your school type and accreditations.

Form I-17 Required Signatures

All DSOs and the head of school must sign where appropriate.



Certification and Signature by President, Owner, or Head of School

If the school is approved, THE PETITIONER AGREES to maintain SEVIS records and student records in accordance with 8 CFR 214.2 (f), 214.2 (m), 8 CFR 214.3, 8 CFR 214.4 and 8 CFR 248.

Designated school official (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.

I, the president, owner, or head of the school or school system named in this petition, certify that:

1. I am authorized to sign this petition on the behalf of this school.
2. The school and its Designated School Officials intend to comply with the regulations listed above.
3. I will be responsible for providing the resources and training necessary for the Designated School Officials to properly implement the regulations referenced above.
4. I understand that if this institution does not fully complies with the regulatory requirements, approval may be withdrawn pursuant to 8 CFR 214.4.
5. All of all information contained within this petition is true to best of my knowledge.
6. I acknowledge that the submission of inaccurate or misleading information may result in the loss of my institution's SEVP certification.
7. I understand that willful misstatements may constitute perjury under 18 U.S.C. 1621.
8. I understand that providing materially false, fictitious, or fraudulent information may subject me to criminal prosecution under 18 U.S.C.1001.

Date September 15, 2016	Title President
Printed name of President, Owner, or Head of School Head of School Name	Signature



U.S. Immigration and Customs Enforcement

Form I-17-A Record of Designated School Officials

Instructions: This section must be signed by all officials listed below.

I, THE UNDERSIGNED, have read the Department of Homeland Security's regulations relating to nonimmigrant students, namely 8 CFR 214.1, 8 CFR 214.2(f), and/or 8 CFR 214.2(m); the Department's regulations relating to change of nonimmigrant classification for students, namely 8 CFR 248; the Department'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. I **understand that willful misstatements may constitute perjury (18 U.S.C. 1621) and that that providing materially false, fictitious, or fraudulent information may subject me to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.**

Name	Role	Signature	Date
Robertson, Helene	PDSO		
Infield, Jared	DSO		
Feet, Rita	DSO		
Alabama, Jared	DSO		
Barton, Clara	DSO		
Maloney, Richard	DSO		
Hopkirk, Mafalda	DSO		
LaRoche, Jared	DSO		
Mercer, Ingrid	DSO		
newton, Isaac	DSO		



U.S. Immigration and Customs Enforcement

Form I-17-A Record of Designated School Officials

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.

Head of School Name	President	
Name (Print or Type)	Title (Print or Type)	Signature

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).	DHS FILE No. if known: 214F Date: (If a multi-campus institution or school system use the 3 digit suffix for the main or initial campus.)
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SEVP School for Advanced SEVIS Studies
 SEVP School for Advanced SEVIS Studies
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Address of School System, School, or Campus:
 126 N WAYNE ST, ARLINGTON, VA, 22201-1516



Additional Required Documents for Non-Accredited Schools

If your school does not hold accreditation by a [U.S. Department of Education-recognized accrediting agency](#) or an [SEVP-identified accrediting agency](#), you must submit additional evidence based on your school type. Refer to the [Additional Evidence Guide](#) to determine what evidence you should submit. Include this evidence with the signed Form I-17.

Send the Package to SEVP

Once the petition is submitted in SEVIS, email all documentation to recert.sevis@ice.dhs.gov. In the subject line, type in "Recertification Package_ School Name_ School Code".

Voluntary Withdrawals

If your school has been notified for Recertification or has filed for Recertification and wants to voluntarily withdraw certification, please submit a letter on the school's letterhead signed by the school President or Owner and Primary Designated School Official (PDSO). Send the letter to recert.SEVIS@ice.dhs.gov.

SEVP Review for Completeness

SEVP will review your submission for completeness.

- If you correctly submit a complete recertification package, you will receive a **Notice of Confirmation of Complete Filing** within 2-3 days of submission. This notice informs you the petition is in the queue for review and adjudication.
- If there are errors, you will receive a **Notice of Rejection of Complete Filing**, within 2-3 days. This notice will state the errors in your package and request that you make changes and resubmit. SEVP recommends that you correct any errors and submit a new package as soon as possible.
- If you have submitted a recertification package and not received either a notice of confirmation or rejection, email recert.SEVIS@ice.dhs.gov.



Next Steps

Your school can continue to operate while adjudication is pending

Request for Evidence

If the adjudicator requires additional information, you will receive a request for evidence (RFE). RFEs will describe what you need to do. You will have 15 days to respond to the request. Failure to respond to a Request for Evidence may result in the denial of your school's recertification petition.



RFEs have a strict response deadline. SEVP will deny your petition if you do not respond to the RFE by the deadline.

For more information, read the article on Requests for Evidence.

Adjudication

If no additional evidence is needed, SEVP will notify you of its decision.

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 30, 2016	Initial Release