



## 1. Initial Certification

A school applies to enroll F and/or M students by completing the [Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student,"](#) online using the [Student and Exchange Visitor Information System \(SEVIS\)](#) and pays all required fees online at [Pay.gov](#).



## 2. Filing Documents

The Student and Exchange Visitor Program (SEVP) requires schools to electronically submit the minimum required evidence at the same time it submits the petition in SEVIS. The petitioning school submits the required evidence and their record is marked as "filed" in SEVIS upon receipt of documents and proof of payment.



## 3. Site Visit

The petitioning school will undergo a [site visit](#) from a SEVP site inspector within 20 days of the date the school is marked "filed" in SEVIS.



## 4. Adjudication

The petitioning school's Form I-17 and supporting documentation will be [reviewed by an SEVP adjudicator](#) to determine the school's eligibility for SEVP certification. The adjudicator may send the petitioning school requests for evidence if more information is needed.



## 5. Notice of Decision

Designated school officials (DSOs) from the petitioning school will receive a notification from SEVIS that details SEVP's adjudication decision.



## 6. Issuance of Forms I-20

DSOs at the SEVP-certified school can now issue [Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status"](#) to nonimmigrant students who have been accepted into their school.



## 7. Updates to Form I-17 and Adjudication

DSOs at SEVP-certified schools must report any changes to information recorded in their Form I-17 within 21 days of the change occurring. The school is required to submit evidence as part of filing the update. Required evidence for filing an update can be found at [ice.gov/sevis/schools](#) under the Petition Updates tab.



## 8. Recertification

SEVP-certified schools must go through the [recertification process](#) every two years. During this process, SEVP reviews a school's record keeping to verify that it continues to be a bona fide school and remains compliant with SEVP regulatory standards. SEVIS will notify all DSOs of their school's certification expiration date (CED). The principal designated school official must submit a complete recertification package to SEVP within 180 days of the CED.

