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
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**

<table>
<thead>
<tr>
<th>Accreditation Category</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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.

<table>
<thead>
<tr>
<th>Accreditation Category</th>
<th>Description</th>
</tr>
</thead>
</table>
| 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:
  o 8 Code of Federal Regulations (CFR) 214.3(g)(2)
  o 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.

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:

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

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

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

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


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.

• 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.

• 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.
- Select the accrediting agency.


- 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.
- 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 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:
     - **Name of the state: name of state agency** – Agency that recognizes or licenses your school to operate.
     - **Name of the state: Exempt** – School is exempt from State Recognition.
     - **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](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.

• 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:
### 3.6 FAA Certification

<table>
<thead>
<tr>
<th>Part</th>
<th>FAA Certification Number</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>141</td>
<td>12345678</td>
<td>01/01/2015</td>
<td>12/30/2020</td>
</tr>
<tr>
<td>142</td>
<td>MM/DD/YYYY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Updating School Accreditations and Recognitions User Guide

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

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

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

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.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>School A has two locations, both accredited by the Western Association of Schools and Colleges’ (WASC)</td>
</tr>
<tr>
<td>• Accreditation dates for Campus/School 1: 9/23/2015 to 9/30/2016</td>
</tr>
<tr>
<td>• Accreditation dates for Campus/School 2: 7/8/2014 to 7/30/2015</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>School B has five locations:</td>
</tr>
<tr>
<td>• Campus 1 and 3 are accredited by the Southern Association of Colleges and Schools (SACS)</td>
</tr>
<tr>
<td>• Campus 2, 4, and 5 are accredited by the Florida Catholic Conference Accreditation Program (FCCCAP)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 27, 2016</td>
<td>Revised per changes in SEVIS Release 6.29</td>
</tr>
<tr>
<td>September 14, 2014</td>
<td>Revision – Changed Accreditations and Recognitions Conversion Job Aid into user guide that reflects the post-conversion &quot;new normal.&quot;</td>
</tr>
<tr>
<td>May 7, 2014</td>
<td>Updated Accreditation Entry and State Recognition and Exemption information in Overview.</td>
</tr>
<tr>
<td>April 21, 2014</td>
<td>Initial Release – Accreditations and Recognitions Conversion Job Aid.</td>
</tr>
</tbody>
</table>