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.

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.

Conversion Period
Start: April 19, 2014
Deadline: July 18, 2014
• 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**.

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.

**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)**.

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.

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.

      ![Department of Education Recognized Accrediting Agencies](image)

      **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](image)

      (3) In the **Department of Education Recognized Accrediting Agencies** window:
• Click the **Agency** drop-down arrow.

• Select the accrediting agency.

**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](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.

<table>
<thead>
<tr>
<th>Department of Education Recognized Accrediting Agencies</th>
<th>Add Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit 01/31/2013 - 01/31/2015 American Physical Therapy Association, Commission on Accreditation in Physical Therapy Education</td>
<td></td>
</tr>
<tr>
<td>Edit 03/01/2014 - 02/01/2017 American Occupational Therapy Association, Accreditation Council for Occupational Therapy Education</td>
<td></td>
</tr>
<tr>
<td>Edit 06/01/2013 - 06/01/2016 Council on Occupational Education</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Department of Education Recognized Accrediting Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your school is recognized by a state agency not on this list, you may choose “None” and list the agency under “Licensees and Other Recognitions”.</td>
</tr>
<tr>
<td>Agency: Council on Occupational Education</td>
</tr>
<tr>
<td><strong>Effective Date:</strong> 06 / 01 / 2013 <strong>Expiration Date:</strong> 06 / 01 / 2016</td>
</tr>
</tbody>
</table>

• 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**.
(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](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.

(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.

c. 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 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.

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

  ![State Recognitions](image)

  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:**

April 21, 2014
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.

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.

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.

- 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 Form]

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.