



## SEVP RECERTIFICATION CHECKLIST

Principal designated school officials (PDSOs) can follow these basic steps to submit for recertification. If an item on the checklist does not apply or you have already completed it, move on to the next item on the list.

### Review the Form I-17 and Submit Updates if Necessary

- Review your school's Form I-17.
- Review previous Notices of Recertification for flagged items or discrepancies, if applicable.
- Make edits to the petition in the Student and Exchange Visitor Information System (SEVIS) if any information on your school's Form I-17 is inaccurate or if previously flagged items need to be addressed.
- Go to screen #5 and click 'Submit' to submit these updates.
- A list of updates that require adjudication is contained in the second page of this document.

**NOTE:** The average timeframe for adjudication of updates is 60+ days. Please submit your updates as soon as possible to ensure sufficient time for processing and adjudication.

### Respond to SEVP as Soon as Possible

- If a Request for Evidence (RFE) regarding your update is received, submit your response as soon as possible to expedite adjudication.
- You will receive an automated email from SEVIS once your updates have been adjudicated.

### Ensure the Form I-17 is Accurate

- Ensure the Form I-17 is now accurate and up-to-date before you submit for recertification.

### Print and Sign the Form I-17

- Print the Form I-17, along with any continuation pages and supplemental pages A and B.
- Sign the Form I-17 — Form I-17, Page 3 must be signed by a person authorized to execute the petition (PDSO, the president, owner or head of school, etc.); the PDSO and all designated school officials (DSOs) listed must sign the Form I-17A next to their title and the President, owner, or head of school must sign the Form I-17A Page 2.

### Compile Additional Evidence (for Non-Accredited Schools)

- If your school is not accredited by a U.S. Department of Education (ED)-recognized or SEVP-identified accrediting agency, refer to the Additional Evidence Guide to determine what to submit in lieu of accreditation.

### Submit for Recertification via Email AND in SEVIS

- Submit the signed Form I-17 and all evidence in lieu of accreditation, if applicable, to [recert.sevis@ice.dhs.gov](mailto:recert.sevis@ice.dhs.gov).



- Electronically submit for recertification on the same day by clicking the “Submit” button in SEVIS.
- By clicking “Submit,” you are attesting to the veracity of all information contained within the Form I-17.

**NOTE:** SEVP does not accept submissions sent via fax or U.S. mail.

## Receive Notice of Confirmation of Complete Filing

- After you submit your recertification package, via email AND electronically in SEVIS, you will receive a Notice of Rejection of Filing or a Notice of Confirmation of Complete Filing within three business days.
- A Notice of Rejection will indicate the errors in the package submitted and request that you make the necessary corrections and resubmit your recertification package.
- A Notice of Confirmation of Complete Filing explains that your school has completed the requirements for recertification submission and there is nothing further needed at this time. You have successfully filed for recertification!
- If a notice is not received within three business days, please email [recert.sevis@ice.dhs.gov](mailto:recert.sevis@ice.dhs.gov).

## **SEVP RECERTIFICATION FILING NOTES**

- SEVP strongly recommends submitting in SEVIS and sending in your recertification package at least 30 days prior to the certification expiration date. This will allow SEVP time to process your package and contact you if there are any errors.
- A complete recertification package consists of:
  - Schools with SEVP-accepted accreditation:
    - Signed Form I-17 petition submitted via email
    - Submission of the recertification petition electronically in SEVIS
  - Schools without SEVP-accepted accreditation:
    - Evidence in lieu of accreditation and the signed Form I-17 petition submitted via email
    - Submission of the recertification petition electronically in SEVIS
- Fields that require adjudication if edited via petition update:
  - *Field 1:* Petition Designation – F, M, or Both
  - *Field 2:* Name of School
  - *Field 3:* Mailing Address of School
  - *Field 4:* Type of School (Public or Private)
  - *Field 5:* School Engaged In
  - *Field 9:* Location of School (If Different from Mailing Address)
  - *Field 10:* Name and Address of Owner
  - *Field 12:* State License or Exemption
  - *Field 13:* Name of Accrediting Body
  - *Field 14:* Subject Matter Taught
  - *Field 15:* Degrees Available
  - *Field 16:* Education Levels
  - *Field 19:* Course(s) of Study
  - *Field 22:* Average Annual Numbers
  - *P/DSO Listings*
  - Form I-17B Instructional Sites