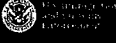


**Student and Exchange
Visitor Program**

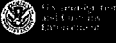
SEVP Developments

**Oklahoma State Meeting
April 1, 2010**



1


**A
Recertification
Primer**



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Agenda


- Overview
- Before Recertification
- Recertification Process
- Question and Answer Session



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Overview


- **Recertification**
 - Simple Process
 - Risk Management
- **School Officials**
 - Review Data for Accuracy
 - Update (if necessary)
 - Sign Documents
 - Attest to Information
 - Submit



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Recertification Highlights


- **No fee for recertification**
- **Begins this quarter**
- **Currently beta testing schools**
- **400 per month**
- **Assist non-compliant schools to become compliant**
- **180 days to file a complete package**
- **Certification Expiration Date (CED)**
- **15 days to Request for Further Evidence (RFE)**
- **Automatic Withdrawal**



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Before Recertification...


**Data Integrity
Petition Updates**



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Data Integrity

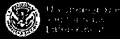
- Phase 1 of Recertification: Updates
- The Form I-17 must accurately reflect the school's operations
- Update school information before receiving Notice to Recertify
- Don't wait for SEVIS II to make updates
- Recertification Independent of SEVIS II



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Petition Updates

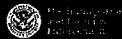
- Has a PDSO/DSO change been reported?
 - Current e-mail address?
 - Proof of citizenship or legal permanent residence available?
- Able to receive e-mail from SEVIS?
- Student addresses current?
 - Student address must be the physical location where the student resides
- If in doubt, call first!



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Form I-17 Adjudicable Fields


- Petition Designation – F, M or both
- Name of School
- Mailing Address of School
- Type of School (public or private)
- Type of Education (i.e. Secondary, Post)
- Physical Location
- Private School Owner Name
- State License or Exemption



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**Form I-17
Adjudicable Fields**

- Name of Accrediting Body
- Program(s) of Study
- Degrees Available
- All Instructional Sites



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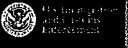
**Recertification Process
Phase 2**



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Recertification Process


- Step 1 – Notice and attachments
- Step 2 – Review and update, as necessary
- Step 3 – Prepare package
- Step 4 – Submit
- Step 5 – Outcomes



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Step 1...


**Recertification
Notice**



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Recertification Instruction

- **SEVIS Notice and E-mail Instructions**
 - Update
 - Timelines
 - Recertification Package
 - Recertification Submission
 - Outcomes



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Dear School Officials:

This e-mail serves to notify you that your school must submit the Recertification Petition Package prior to the Student Exchange and Visitor Program (SEVP) Certification Expiration Date (CED). Your school's CED is now indicated in SEVIS.

Notifications
Federal regulation 8 CFR §214.3(h)(2) outlines the Recertification process. This e-mail serves as the 180 day notification of your CED. You will receive a second notification 90 days prior to the CED. If you do not file for Recertification 30 days prior to the CED, you will receive a Notice of Intent to Withdraw. If you do not to submit the Recertification package within 180 days of this notification, your school will be automatically withdrawn from SEVP and you will not receive appeal rights.

Updates
SEVP recommends that you review your Form I-17 as soon as possible to determine if it is current and accurate. If you identify a change not previously reported to SEVP, complete the Update Pending Statement immediately and submit the statement to SEVIS_RECERT@dhs.gov. The update must be adjudicated prior to filing for Recertification. The update adjudication process typically ranges from one to 60 days, but could take longer depending on the nature of the update. Filing an update does not change the CED.

Petitions Updates are a priority for the SCB Recertification Team and will be adjudicated as quickly as possible. However, the time needed to process this update does not stop a school's recertification clock.

National Center for Education Statistics (NCES), Department of Education

SEVP has prepared an extract of your school's data that was sent by your keyholder to NCES. This information is collected through eight surveys that are conducted throughout the year. The information is first verified and vetted before its posting.

SEVP includes NCES information within the Data Sheet for the following reasons:

1. NCES vetted your institution's information and that data should correlate with the data contained within the Form I-17. For example, the physical address provided on both documents should be the same; if it is not, the addresses should be corrected.
2. Your school's keyholder is the sole input into the NCES surveys. If the information within the Data Sheet is incorrect, the school's keyholder should be notified and corrections should be made.
3. The Data Sheet is more specific than the Form I-17 and therefore not all fields on the document correlate. For example, the Form I-17 only asks for the degrees your school offers. The Data Sheet contains more specific information; it includes the degrees offered for each program of study. The same is true for location of instructional sites, programs of study and accompanying CIP codes. The Data Sheet can assist you in identifying instructional sites that you may not have previously listed. The data sheet is also intended to assist you in future rounds of recertification. It can help you verify the programs of study, related CIP codes and degrees offered by instructional sites.

Instructions for Recertification

In order to file for Recertification, you must electronically submit the following documents at the same time:

1. Attestation Statement: Complete the attached attestation statement. Complete either section I to Recertify or section II to withdraw from SEVP Certification.
2. National Center for Education Statistics (NCES) Data Sheet: Review the document for accuracy. If portions of the document are incorrect, make the corrections and sign the document. If the document is accurate, sign the document only.
3. Form I-17: Print a copy of the Form I-17 from SEVIS and sign the petition. Also sign the supplemental pages A and B.

If the information contained within Form I-17 accurately reflects your school and its operation, submit all three via e-mail at: RECERT.SEVIS@DHS.GOV, or via FAX at (877) 268-5663.

AND

File for Recertification via SEVIS by clicking the SUBMIT button. All documents must be received at the same time, and received no later than 11:59 p.m. Eastern Standard Time on the day prior to the CED. Petitions received on the CED will not be accepted.

After Submitting the Petition for Recertification

If you correctly submit all requested documentation, you will receive a Notice of Confirmation of Complete Filing. This notice serves to inform you that the SEVP received your Petition for Recertification and that the petition will be adjudicated.

If your submission is incorrect, you will receive a Notice of Rejection of Complete Filing. This notice will state the errors in your package and request that you make the corrections and resubmit your recertification package. You will only have the remainder of the 180 days to resubmit a complete package.

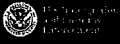
Once your Recertification Petition Package is in adjudication, you may receive a Request for Evidence. You will have 15 days to respond to the request. If no additional evidence is needed and your school continues to operate in accordance with the Federal Regulations governing SEVP, you will receive a Notice of Recertification. If your school fails to meet SEVP regulatory standards, you will receive a Notice of Denial. If your school is denied Recertification, you may appeal the decision.

Questions

If you have any questions concerning the recertification process, please call: RECERT LINE at (703) 603-3591.

Step 2...


Review and Update



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Update

- **Review Form I-17 and Data Document**
- **File updates as soon as possible**
 - 5 day recommendation
 - Cannot file for Recertification if an update is pending
- **Clock does NOT stop**
 - Submit Update Pending statement
- **180 days to file complete package**



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Update Pending Statement

I, _____ Primary Designated School Official (PDSO) of _____ an institution certified by the Student and Exchange Visitor Program (SEVP), will submit an update to my institution's petition.

I understand that the submission of this statement does NOT result in an update to my Institution's Form I-17 and that I am required to submit ALL updates through SEVIS within 21 days of the changes to my institution and that I have 60 days to report a change of ownership.

I also understand that if the update cannot be incorporated into my petition due to Federal regulatory or SEVP policy constraints, that any changes to the school's operations may not take affect until SEVP adjudicates the update.


I will update SEVP with the following information:

Printed name PDSO _____ Signature of PDSO _____

Date _____


Fee Requirements

- **Timely (within 60 days) change of ownership**
 - \$1,700 petition fee
- **Change of location**
 - \$655 site visit fee
- **Instructional site(s) – No Fee**

 U.S. Department of Education
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Step 3...

Recertification Package

 U.S. Department of Education
23


Recertification Process

Attestation Statement

 U.S. Department of Education
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Recertification Process


**Form I-17
Supplemental
Pages A and B**



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Form I-17


- Review for accuracy
- Print Form I-17 and include supplemental pages A and B
- Sign



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Recertification Package


- Signed and Completed:
 - Data Document
 - Attestation Statement
 - Form I-17



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Step 4...

Submit Package




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Recertification Submission

- **Electronic Submission**
- **E-mail – RECERT.SEVIS@DHS.GOV**
- **FAX – Dedicated Recertification server**
 - 11:59 p.m. Eastern Standard Time
 - Prior to CED

AND


- **Submit via SEVIS**
 - Recertification
 - SEVIS submission only sends Form I-17



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Step 5...


Outcomes



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Recertification Process


- **Notices Prior to Adjudication**
 - Notice of Completion of Filing
 - Package under review
 - Notice of Rejection of Filing
 - File up to CED
 - Automatic Withdrawal
 - Failing to file for Recertification prior to the CED
 - Voluntary Withdrawal



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Recertification Process


- **Notices during and after Adjudication**
 - Notice of Recertification
 - Approval
 - Request for Evidence
 - 15 days to respond
 - Notice of Denial



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Adjudication

- **SEVP will review all of the documents submitted**
- **The Form I-17 must accurately reflect school operations**
- **Review Form I-17 in conjunction with Data Document to ensure that all fields are correct**
- **Continued ability to meet regulatory eligibility requirements**



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