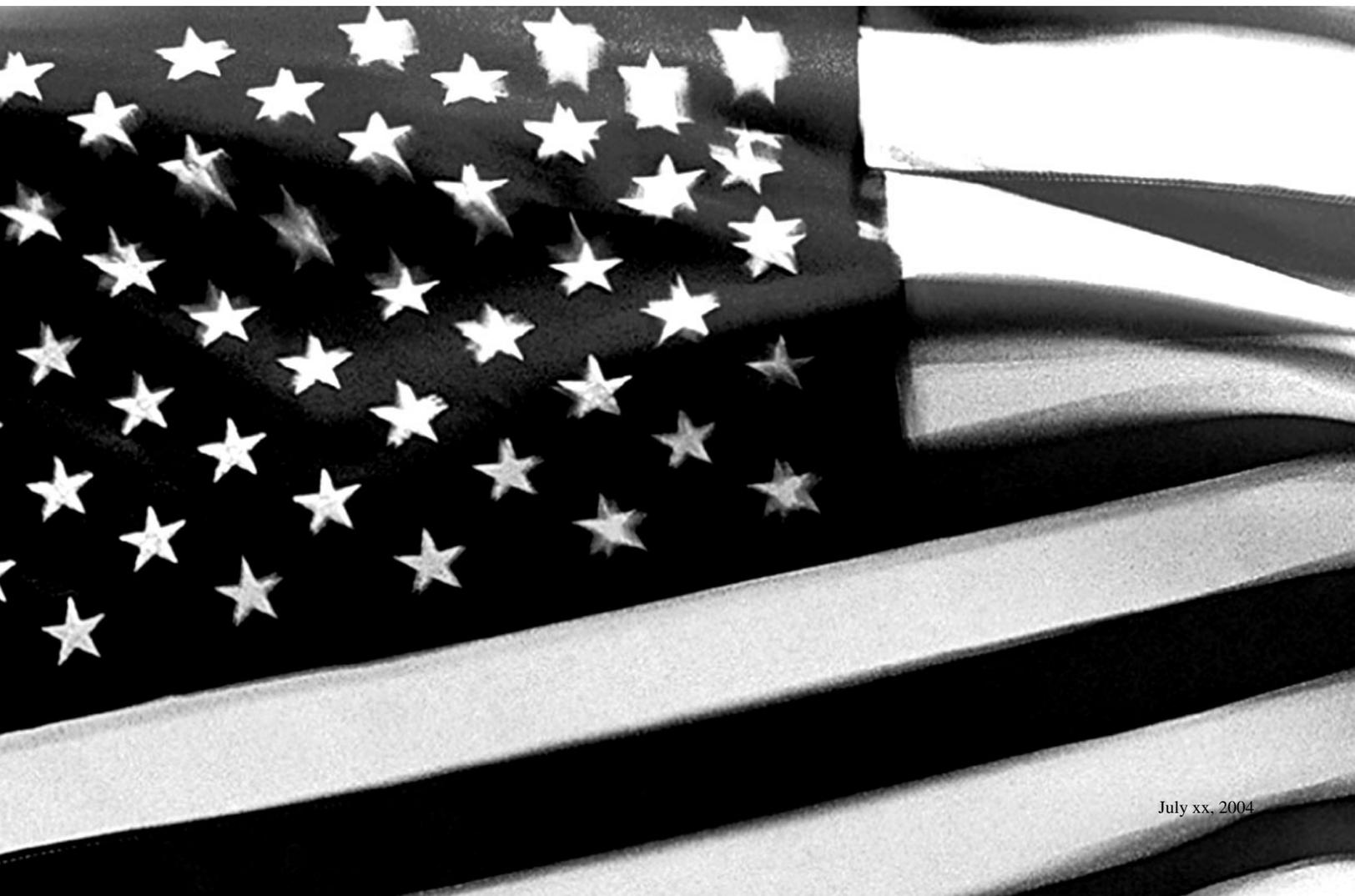


# **User Manual for School Users of the Student and Exchange Visitor Information System Version 6.0: Volume I Form I-17**

*February 20, 2009*



**Homeland  
Security**



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## 1. INTRODUCTION

This manual was written as a resource for school users—that is, Principal Designated School Officials (PDSOs) and Designated School Officials (DSOs)—of the Student and Exchange Visitor Information System (SEVIS). The manual is presented in two separate volumes in order to delineate the Form I-17 and Form I-20 processes. This volume addresses the Form I-17 process. Attachment A, Sample Certification Application (Form I-17), provides an example of the certification application. This user manual reflects the changes to SEVIS effective with Release 6.0.

### 1.1 Resources

The following are additional resources to assist with your use of SEVIS:

- **Department of Homeland Security (DHS) Help Desk**—(888) 347-7762, 24 hours a day, 7 days a week. Contact the DHS Help Desk to report security concerns.
- **School User Online Help** is available by clicking the **Help** link in the navigation bar when logged into the SEVIS application. This Online Help is updated every release.
- **SEVIS Help Desk**—(800) 892-4829, 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. The SEVIS Help Desk is available to address SEVIS technical concerns or questions and password issues.
- **SEVIS Toolbox email address**—Toolbox.SEVIS@dhs.gov. This address is available to receive emails regarding SEVIS technical issues.
- **SEVIS Certification Branch email address**—Schoolcert.SEVIS@dhs.gov. This address is available to receive emails regarding SEVIS certification questions.
- **I-901 Fee Payment email address**—fmjfee.SEVIS@dhs.gov. This address is available to receive emails regarding I-901 fee questions and payment issues.
- **Student and Exchange Visitor Program (SEVP) Office**—The SEVP Office provides user role clarification. Contact information can be found on the SEVP website (see below).
- **SEVP web site**— <http://www.ice.gov/sevis/>. It is recommended that you visit this site often to stay informed regarding events affecting SEVIS.
- **SEVIS Policy email address**—sevis.source@dhs.gov. This address is available to receive emails concerning SEVIS policy and general SEVP questions.
- **Web-Based Training Course**—  
[http://www.ice.gov/sevis/schools/existing\\_schools/index.htm#](http://www.ice.gov/sevis/schools/existing_schools/index.htm#). Click the **DSO Training Course** link to access the web-based training course for school officials.

## **1.2 Purpose of SEVIS**

SEVIS is an Internet-based application that facilitates timely electronic reporting and monitoring of international students and exchange visitors (EVs) and their dependents in the United States. SEVIS enables schools and program sponsors to transmit electronic information to DHS and the Department of State throughout a student's or EV's program in the United States.

SEVIS allows schools to submit school certification applications, update certification information, submit updates to DHS that require adjudication, submit recertification applications, and create and update F-1 (academic) and M-1 (vocational) student and dependent records.

This manual contains instructions for accessing SEVIS with a permanent user identification (ID) and password enabling users to submit changes to the school's electronic Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Students, in SEVIS.

## **1.3 Privacy Act Considerations**

SEVIS is for the use of authorized users only. Individuals using SEVIS without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using SEVIS expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. DHS has designated SEVIS to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. §552a, Privacy Act of 1974, as amended.

## **1.4 Security Reminder**

SEVIS was developed to maintain multiple levels of security in both the real-time and batch systems to help protect against unauthorized access. One of the most important actions that you can take is to safeguard your user ID and password. Your SEVIS user ID and password are intended for your use only. Do not share your user ID and password with any other person and do not keep a written record of your user ID and/or password in a location that can be accessed by others.

If you suspect that your password has been compromised, you can reset it using the **Change Password** link on the navigation bar or the **Request Password Reset** link on the *SEVIS Login* screen located at <https://egov.ice.gov/sevis>. Alternatively, you can contact the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your password reset.

If you believe that an unauthorized person has obtained access to international student or exchange visitor data in one of your internal systems (for example, local batch system) or if you believe an unauthorized person has gained access to SEVIS, please notify the DHS Help Desk

immediately at (888) 347-7762. The DHS Help Desk is staffed 24 hours a day and can assist with security concerns only. All other SEVIS concerns or questions should still be directed to the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday). When calling the DHS Help Desk to report a security concern, it will be helpful to have the name(s) and contact information for the PDSO/DSO, Responsible Officer/Alternate Responsible Officer (RO/ARO), and school or program technical and security contacts, as appropriate.

The DHS Help Desk will contact the SEVP immediately. SEVP will work with you to take appropriate steps to protect and prevent loss of SEVIS information. Such actions to be taken may include issuing new SEVIS user IDs and passwords as well as loading new security certificates for the SEVIS batch upload process, if applicable. Additionally, school and sponsor officials who believe that their internal systems may have been compromised should follow their local formal security procedures.

System security is a serious matter. SEVP is committed to addressing any system security concerns or issues that may arise.

If you need assistance, please contact the DHS Help Desk at (888) 347-7762.

## **1.5 Acronyms**

Appendix A, Acronyms and Abbreviations, includes a list of abbreviations and acronyms used in this document.

## **1.6 Disclaimer**

All people, schools, email addresses, and events depicted in this document are fictitious, and no similarity with any real persons or entities, living or deceased, is intended or should be inferred.

## **2. DESCRIPTION OF SYSTEM FUNCTIONS**

The following sections provide step-by-step instructions for using SEVIS. Section 2.4, Update an Application (Form I-17), provides directions for updating a school's application. Section 2.5, Recertification Application (Form I-17) Overview, provides directions for initiating, updating, saving a draft of, and submitting a recertification application.

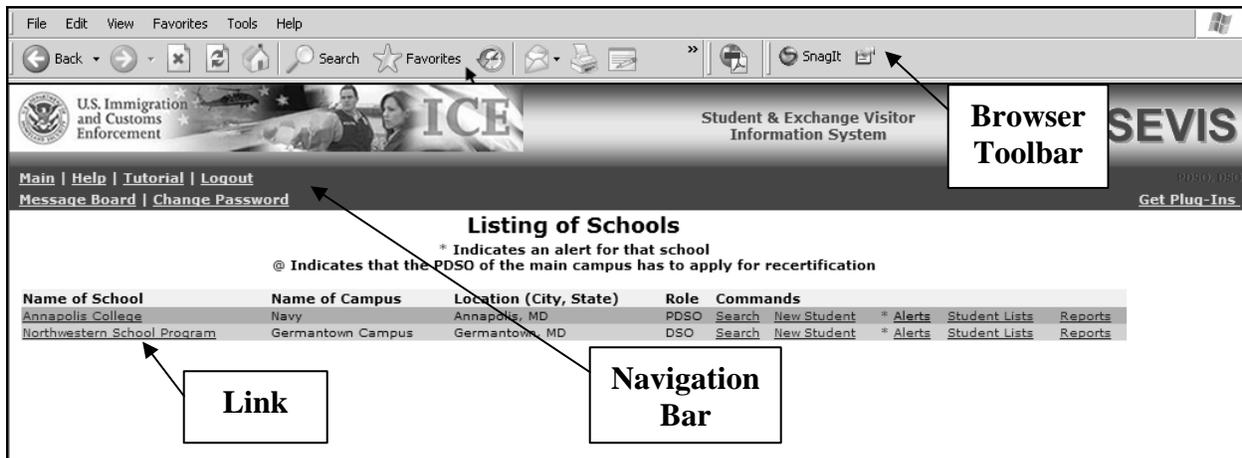
### **2.1 Overview of Screen Components**

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 1, Listing of Schools Screen, is an example of a screen that displays when users log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the listing of schools. The screen components are labeled with the terms used in this manual.

**Note:** If you have access to more than one school/campus, all schools will be listed on the *Main* screen. Also, if you are authorized as both a school official and a program sponsor official, you will first be directed to a screen (Exhibit 6) that has two links: **Listing of Schools** and **Listing of Programs**. You would then click the **Listing of Schools** link to access the *Listing of Schools* screen, which lists all schools and/or campuses to which you are assigned.

### Exhibit 1: Listing of Schools Screen



#### 2.1.1 SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar**—This is the toolbar displayed by the browser used to access SEVIS.  
**Note:** Do not use the **Back** button on the browser toolbar to navigate through the system.
- **Navigation Bar**—The navigation bar lists the following functions:  
**Note:** The navigation bar has been removed from many of the SEVIS screens depicted in this manual.
  - **Main**—Used to access the *Listing of Schools* screen or, if you perform as a school user and a program sponsor, the screen where you select either the Listing of Schools or Listing of Programs
  - **Help**—Used to access Online Help for SEVIS
  - **Tutorial**—Used to view a demonstration of how to use SEVIS
  - **Logout**—Used to exit the system
  - **Change Password**—Used to voluntarily change your SEVIS password. **Note:** Your password can only be changed once every 7 days.
  - **Get Plug-Ins**—Used to access the plug-ins used by SEVIS.

### 2.1.2 Additional SEVIS Screen Components

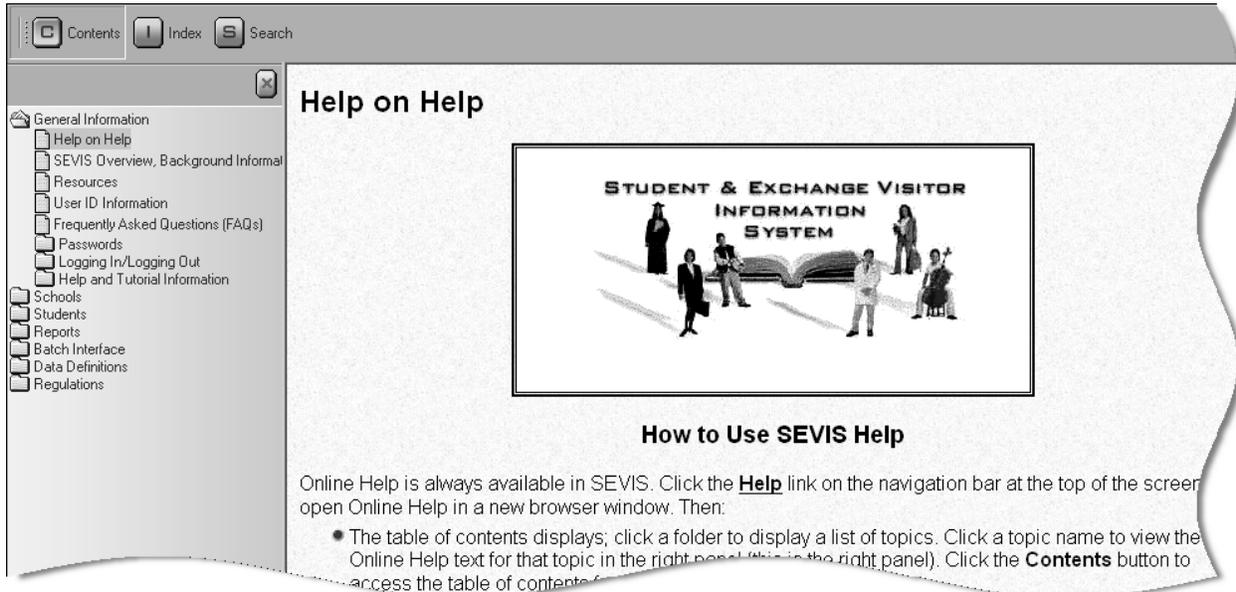
Additional screen components that display on some SEVIS screens include the following:

- **Scroll Bar**—This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom and/or the right side of some windows.
- **Fields**—These are areas on the windows where data may be typed or selected or in which system-generated data display.
- **Links**—Click on **underlined** text to advance to a different screen within SEVIS.
- **Buttons**—These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons**—Click to execute a command. For example, clicking the  button enables you to print a copy of the Form I-17.
  - **Radio Buttons** —Click to make a selection. Only one radio button may be selected at a time.
- **Other Input Methods**
  - **Check Boxes** —Click to make one or more selections.
  - **Drop-Down Lists** —Click the down arrow to display a list and then make a selection.

## 2.2 Online Help Functions

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS screens. This opens a new browser window containing Online Help. The left panel (part of the window) contains a list of Online Help topics, and the right panel contains the text associated with the Online Help topic selected. Exhibit 2, Help Screen, provides an example of the first screen that displays after clicking the **Help** link.

## Exhibit 2: Help Screen



To use the Online Help, perform the following steps:

1. In the left panel, click a folder to display a list of topics.
2. Click a topic name to view the Online Help text for that topic in the right panel.

**Note:** The Online Help requires the use of Java Script; it does not function properly if Java Script is disabled.

### 2.2.1 Online Help Index

To use the index, perform the following steps:

1. Click the **Index** () button.
2. Enter a keyword or partial keyword in the text box provided,  
*or*  
Scroll through the list using the scroll bar on the right side of the left panel.
3. Select a keyword to view the help topic associated with it in the right panel. If you select a keyword associated with multiple topics, a small selection list displays; select the appropriate topic from the list and the information displays in the right panel.

### 2.2.2 Search Online Help

To search on a word or phrase, perform the following steps:

1. Click the **Search** () button.
2. Type search criteria in the text box provided and press **Enter**. The results of the search display as a list of topics containing the word or phrase entered, if any.

3. Click a topic name to view the Online Help text for that topic in the right panel.

### **2.2.3 Hide/Show the Left Panel**

To hide and show the left panel, perform the following steps:

1. Click the **Hide** () button in the upper-right corner of the left panel to hide the left panel.
2. Click the **Contents** (), **Index** (), or **Search** () button to restore the left panel.

### **2.2.4 Jumps**

Click an underlined word or phrase to see a jump to a new topic. To return from a jump, click the **Back** button on the browser toolbar.

**Note:** Some underlined phrases are web links. They are identified by the text that precedes them. When finished viewing the page, click the **Close** () button in the upper-right corner of the browser window.

### **2.2.5 Close Online Help**

Close Online Help by clicking the **Close** () button in the upper-right corner of the *Help* screen.

### **2.2.6 Printing Online Help Topics**

Printing the Online Help is different for Internet Explorer and Netscape browser users.

It is important to note that you cannot print the entire Online Help, no matter which browser you are using. You can only print the topic you are currently viewing (that is, one topic at a time).

#### **2.2.6.1 Internet Explorer Users**

To print an Online Help topic using the Internet Explorer browser, perform the following steps:

1. Click anywhere in the right panel.
2. Click the **Print** () icon in the browser toolbar. The topic you are currently viewing prints to the designated printer.

*or*

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays (the **General** tab is on top).
3. Ensure that the appropriate printer is selected in the *Select Printer* list. If not, select the correct printer from the list.
4. Click the **Print** button to print to the designated printer.

### **2.2.6.2 Netscape Users**

To print an Online Help topic using the Netscape browser, perform the following steps:

1. Click anywhere in the right panel.
2. Click the **Print**  icon in the browser toolbar. The topic you are currently viewing prints to the designated printer.

*or*

1. Click anywhere in the right panel.
2. Select **Print** from the **File** menu. A *Print* window displays.
3. Ensure that the appropriate printer is selected in the *Printer Name* list. If not, select the correct printer from the list.
4. Click **OK** to print to the designated printer.

**Note:** Netscape has modified its printing procedures for Version 7.0. Appendix B, *Printing Instructions for Netscape Version 7.0*, provides the updated instructions.

### **2.2.7 Tutorials**

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the demonstration screens. To close the demonstration at any time, click the **Close** (X) button in the upper-right corner of the screen. You must have Adobe Flash Player installed on your computer in order to view the tutorial.

**Note:** If you do not already have Adobe Flash Player installed on your computer, refer to the instructions in Appendix C, *Download the Latest Version of Adobe Flash Player*.

**Note:** The tutorial cannot be viewed using versions of Netscape lower than 4.79. If you are using an older version and wish to view the tutorial, go to the Netscape web site and download Version 4.79 (or higher). Also, for best results, the online tutorial should be viewed using a 17-inch or larger monitor with a monitor setting of 1024x768.

## **2.3 Accessing SEVIS**

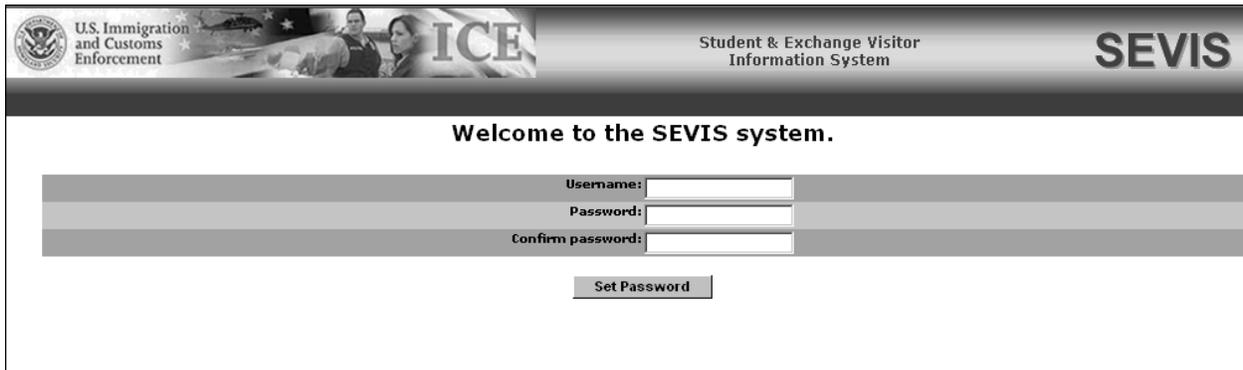
SEVIS requires the use of Internet Explorer Version 5.0 (or higher), or Netscape Version 4.7 (or higher), Adobe Acrobat Version 5.0, and a Laser printer – a Laser Postscript printer with 32 MB of random access memory (RAM) (96 MB is recommended) or a Laser printer with 32 MB of RAM (64 MB is recommended).

**Note:** If you do not already have Adobe Acrobat Version 5.0 or higher installed on your computer, refer to the instructions in Appendix D, *Download the Latest Version of Adobe Acrobat Reader*.

You must have a user ID and password to access SEVIS. When approved to use SEVIS, you receive two email messages, one containing your user ID and a second message containing a secure link to SEVIS. That link is associated with your user ID. It can only be used to create a password for your user ID. To use the link and create your password, perform the following steps:

1. Click the link contained in the email message. The system displays the *Set Password* screen. Exhibit 3, Set Password Screen, is an example of the screen.

### **Exhibit 3: Set Password Screen**



The screenshot shows the SEVIS Set Password screen. At the top left is the U.S. Immigration and Customs Enforcement logo. To its right is the ICE logo. Further right is the text 'Student & Exchange Visitor Information System' and 'SEVIS'. Below the header, the text 'Welcome to the SEVIS system.' is centered. Underneath are three input fields: 'Username:', 'Password:', and 'Confirm password:'. A 'Set Password' button is centered below these fields.

2. Enter your user ID in the **Username** field.
3. Enter your password in the **Password** field. Specific password guidelines are provided in the email message you received from SEVIS. Section 2.3.1, Guidelines for Passwords, provides general password guidelines.
4. Enter your password again in the **Confirm Password** field.
5. Click the **Set Password** button. The system displays a message indicating that you have successfully created a password.
6. Click **OK** and the system displays the *SEVIS Login* screen.

**Note:** After creating your password, use the *SEVIS Login* screen (<https://egov.ice.gov/sevis>) to access SEVIS and perform all of your SEVIS-related tasks.

#### **2.3.1 Guidelines for Passwords**

The email you receive from SEVIS when your school is approved provides the specific requirements for SEVIS passwords. General guidelines for SEVIS passwords are as follows:

- You cannot reuse your previous six passwords.
- SEVIS passwords have a maximum life span of 90 days. After this time, you will be required to change your password. See Section 2.3.1.1, Change Password Every 90 Days, for instructions.
- You may only change your password once every 7 days. See Section 2.3.1.2, Change Password Voluntarily, for instructions.

- If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** link in the navigation bar or the **Request Password Reset** link on the *SEVIS Login* screen, contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your password reset.
- If your SEVIS user ID and password are suspended, use the **Request Password Reset** link on the *SEVIS Login* screen or contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your access reinstated.
- Do not share your user ID and password.

### **2.3.1.1 Change Password Every 90 Days**

You must change your password every 90 days. After 75 days, when you log into SEVIS, the system will display a screen asking if you would like to change your password at that time. If you click the **Cancel** button, you will be logged into the system. If you click **OK**, the *Change Password* screen will be displayed. After 90 days, when you log into SEVIS, the system automatically displays the *Change Password* screen and you must create a new SEVIS password. To change your password, follow the guidelines in Section 2.3.1, Guidelines for Passwords.

To change your password, perform the following steps:

1. Enter your current password in the **Old Password** field.
2. Enter your new password in the **New Password** field.  
**Note:** You cannot reuse your previous six passwords.
3. Reenter your new password in the **Confirm New Password** field.
4. Click the **Change Password** button. The system displays a message indicating that the password has been successfully changed.
5. Click **OK** to return to SEVIS. Be sure to use your new password when logging into SEVIS.

### **2.3.1.2 Change Password Voluntarily**

You may only change your password once every 7 days. To change your password voluntarily, perform the following steps:

1. Click the **Change Password** link on the navigation bar. The system displays the *Change Password* screen.
2. Enter your current password in the **Old Password** field.
3. Enter your new password in the **New Password** field.  
**Note:** You cannot reuse your previous six passwords.
4. Reenter your new password in the **Confirm New Password** field.
5. Click the **Change Password** button. A confirmation screen displays.

6. Click **OK** to return to SEVIS. Be sure to use your new password when logging into SEVIS.

**Note:** If at any time you suspect that your password has been compromised and you are unable to change it using the **Change Password** link on the navigation bar, use the **Request Password Reset** link or contact the SEVIS Help Desk (1-800-892-4829) (8 a.m. to 8 p.m. Eastern Time, Monday through Friday) to have your password reset.

### **2.3.2 Request Password Reset**

The Request Password Reset option is available for users to request a new SEVIS password.

**Note:** Your password can only be changed once every 7 days.

Use this function for any of the following reasons:

- You have forgotten your SEVIS password.
- Your SEVIS account is locked due to three unsuccessful log-in attempts or more than 90 days of inactivity.
- You suspect that your SEVIS password has been compromised and you are unable to use the Change Password function.

To request to have your password reset, perform the following steps:

1. Click the **Request Password Reset** link on the *SEVIS Login* screen. The *Request Password Reset* screen displays.
2. Enter your SEVIS user ID in the **User Name** field.
3. Click the **Submit Request** button. A message displays informing you that the request has been submitted to SEVIS.

**Note:** An email is sent to the email address associated with the SEVIS user ID. It provides instructions for creating a new SEVIS password.

### **2.3.3 Log Into SEVIS**

When you access SEVIS via the Internet (<https://egov.ice.gov/sevis>), a *Security Alert* screen may display. Click the **Yes** button to continue to the *SEVIS Login* screen. Exhibit 4, *SEVIS Login Screen*, is an example of the screen.

**Note:** After creating your password, you will use the SEVIS web site to access SEVIS and perform all of your SEVIS-related tasks.

**Note:** After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

### Exhibit 4: SEVIS Login Screen

OMB 1653-0038  
OMB 1405-0147  
OMB 1405-0119

**Student & Exchange Visitor Information System (SEVIS)**

WARNING

This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. DHS has designated the Student and Exchange Visitor Information System (SEVIS) to be a Privacy Act system of records and SEVIS information will be used and disclosed in accordance with 5 U.S.C. §552a, Privacy Act of 1974, as amended.

User Name:   
Password:

[Register for New Account](#)  
[Request Password Reset](#)

To log into SEVIS, perform the following steps:

1. Access the *SEVIS Login* screen (<https://egov.ice.gov/sevis>).
2. Enter your user ID in the **User Name** field.
3. Enter your password in the **Password** field.
4. Press **Enter** or click the **Login** button. The first time that you access SEVIS, the compliance agreement notice displays as shown in Exhibit 5, SEVIS Compliance Agreement Notice. Read the notice and click the **I Agree** button to advance to the *Listing of Schools* screen and begin performing SEVIS tasks. Otherwise, the system displays the *Listing of Schools* screen for the school user.

**Note:** The *SEVIS Login* screen has a **Reset** button that clears the fields. The screen also includes a link to create a new account (addressed in further detail in the User Manual for

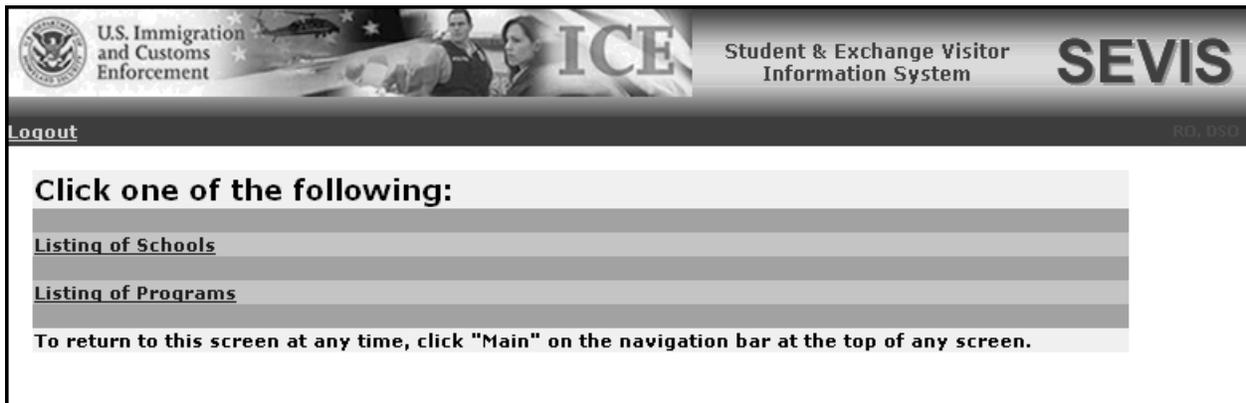
Temporary Users of the Student and Exchange Visitor Information System). The **Register for New Account** link is **not** used to obtain a permanent user ID and password for school officials. Section 2.3.1.2, Change Password Voluntarily, provides the instructions for using the **Change Password** link. Section 2.3.2, Request Password Reset, provides the instructions for using the **Request Password Reset** link.

### Exhibit 5: SEVIS Compliance Agreement Notice



Exhibit 6, Main Screen for School and Program Sponsor User, is an example of the screen that displays if you perform as both a school official and a program sponsor official. You must select a link to view the list of schools or the list of programs for which you have access. An example of the *Listing of Schools* screen is shown in Exhibit 1.

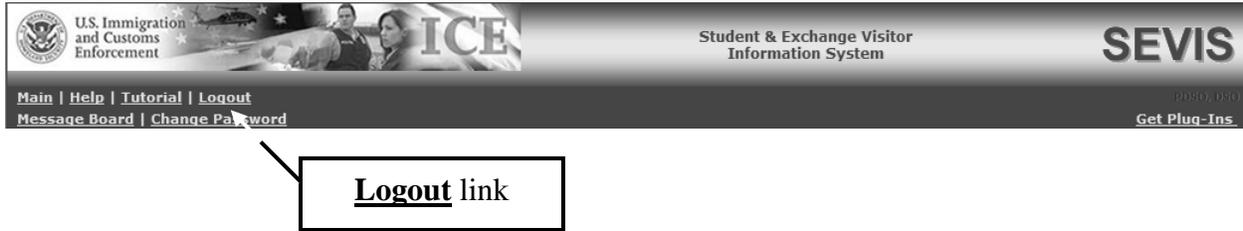
### Exhibit 6: Main Screen for School and Program Sponsor User



#### 2.3.4 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar as shown in Exhibit 7, Logout Link. If you are entering data, click either the **Save** button or the **Next** button to ensure that no data are lost before you click the **Logout** link.

### Exhibit 7: Logout Link

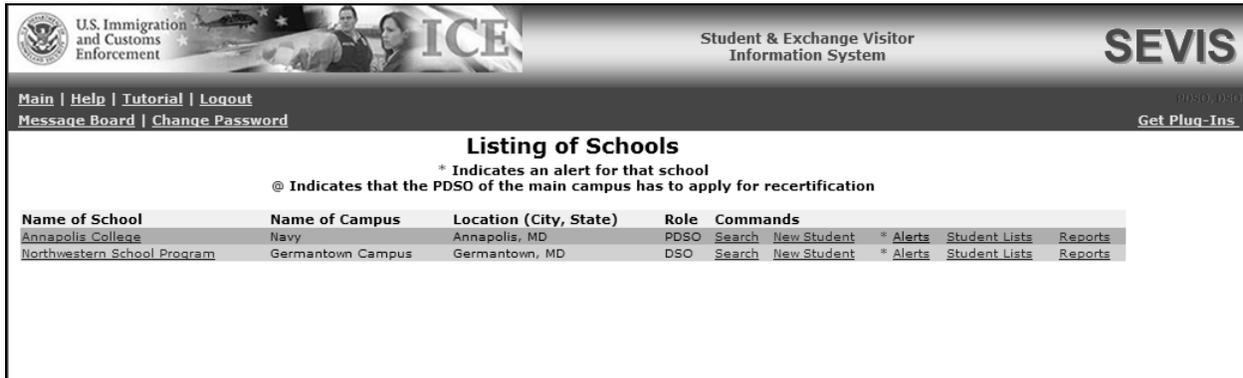


**WARNING:** If you click the **Close (X)** button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: “A user is already logged on with this user name.”

## 2.4 Update an Application (Form I-17)

After logging into the system, the *Listing of Schools* screen displays. The PDSO and DSO can perform updates to a school’s application by clicking the appropriate link in the **Name of School** column. Exhibit 8, Listing of Schools Screen, is an example of a screen that displays for a school official who is a PDSO at one school.

### Exhibit 8: Listing of Schools Screen



**Note:** To return to the *Listing of Schools* screen, when on other screens within SEVIS, click the **Main** link on the navigation bar. If you act as both a school official and program sponsor official, you may also click the **Listing of Programs** or **Listing of Schools** link on the navigation bar.

Certain fields on the application can be updated without DHS approval. If the updated field does not require adjudication, SEVIS informs you that the update was completed successfully. However, submitted changes for other fields must be reviewed and approved by a DHS user in SEVIS. You **DO NOT** need to send any additional information to DHS unless specifically contacted and requested to do so.

As DHS adjudicates the updates to the application, the following outcomes are possible:

- If the updates are approved, the school officials receive approval notification via email.
- If additional information is required for processing the updates, the school officials receive an email specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail.
- If the requested updates are denied, the school officials receive notification via email. This email will include basic information regarding the reasons for denial and, if necessary, a DHS user will contact the school officials with more specific information regarding the denial.

The fields that require adjudication are as follows:

- Approval for Attendance of Students Under... (F, M, or Both)
- Name of School System
- Name of Main Campus
- Mailing Address of the School
- Location of the School
- School Type
- Public/Private School Type indicator
- Private School Owner Name
- This school is engaged in
- The school operates under the following federal, state, local, or other authorization
- This school has been approved by the following national, regional, or state accrediting association or agency
- Areas of study
- List the degrees available from this school, including
- If the school is engaged in elementary or secondary education
- If the school is engaged in higher education
- If the school is engaged in vocational or technical education
- This school is/is not engaged in English language training
- Adding or deleting campuses
- Campus Name
- Campus Mailing Address
- Campus Location Address

After you click on the name of the school from the *Listing of Schools* screen, the *School Information* screen displays, as depicted in Exhibit 9, School Information Screen. The following links may display on this screen depending on your role and previous actions taken:

- **Edit School**—This link is always available unless you have initiated or submitted your recertification application. It allows you to edit the school’s information on the electronic Form I-17. See Section 2.4.2, Update Page 1 of an Application (Form I-17), through Section 2.4.6.5, Submit Updates to an Application (Form I-17), for more details.
- **View Submitted Update**—This link is only available if you have submitted changes to your school’s electronic Form I-17 that have not yet been adjudicated by DHS.
- **View Draft Update**—This link is only available if you have made changes to your electronic Form I-17 but have not yet submitted them to DHS for adjudication.
- **Apply for Recertification**—This link is only available to the PDSO of the main campus if this school is due for recertification. See Section 2.5, Recertification Application (Form I-17) Overview, for more details.
- **View Draft Recertification Application**—This link is only available if you have initiated and saved a draft of your recertification application but have not yet submitted it to DHS for adjudication.
- **View Submitted Recertification Application**—This link is only available if you have submitted your school’s recertification application and it has not yet been adjudicated by DHS.
- **Enter Pay.Gov Tracking ID**—This link is only available to the PDSO of the main campus after he/she has submitted the school’s recertification application and the Pay.Gov tracking ID has not yet been recorded. See Section 2.6.3, Enter Pay.Gov Tracking ID at Time of Submission of Recertification Application, and Section 2.6.4, Enter Pay.Gov Tracking ID After Submission of Recertification Application, for more details.
- **Change Officials**—This link is only available to PDSOs after you have submitted your recertification application and it has not yet been adjudicated by DHS. See Section 2.5.3.1, Add New Officials to a Submitted Recertification Application (Form I-17), through Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application (Form I-17), for more details.
- **Register for Batch Processing**—This link is always available for PDSOs. See Section 2.7, Register to Use SEVIS Batch Interface, for more details.

### Exhibit 9: School Information Screen

Print I-17 Form

#### Makena University

**Actions:**

[Edit School](#)

[Register for Batch Processing](#)

Certification Expiration Date:	11/13/2008
School Status:	APPROVED
Current School Code:	WAS214F87658000
Previous School Code:	N/A
Seeking Approval for:	Academic and Language students
Mailing Address:	3540 Hilo Drive Washington, DC 20001
Telephone Number:	
Fax Number:	
Location Address:	3540 Hilo Drive Washington, DC 20001
Type of Institution:	Public
This School is Engaged in:	HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
School's Sessions are Primarily Based on:	Semesters
School Established on:	06/27/1952
School Operates Under the Following Authorization:	Federal Education Board
School is Approved Under the Following Association or Agency:	State Education Board
Areas of Study:	LIBERAL ARTS
Degrees Available:	AA DEGREE BA DEGREE MASTER OF ARTS
Higher Education Conferring Degrees:	Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.
Credit Transfer:	Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.
Sessions are Held:	Day
Requirements for Admission:	High school diploma, GED, placement test
Courses of Study and Time Necessary to Complete:	120 credits
Requirements for Graduation:	Successful completion of coursework
Causes for Expulsion:	Felony conviction
Average Annual Numbers:	Classes - 1,000 Students - 30,000 Teachers and Instructors - 1,050 Non-Teaching Employees - 200
Average Annual Cost of Room, Board, and Tuition Per Student:	\$6,250.00

**Campus Information**

**Makena University**

School Code: WAS214F87658000

Mailing Address: 3540 Hilo Drive Washington, DC 20001

Location Address: 3540 Hilo Drive Washington, DC 20001

Officials:	Official Name	Title	Telephone Number	Email Address	Role
	Ben Grady	Dean of Admissions	555-555-5555	ben.grady@mu.edu	DSO
	Makana Makaiwi	President	555-555-5555	makana.makaiwi@mu.edu	PDSO

#### 2.4.1 Guidelines for Updating an Application (Form I-17)

The following guidelines are applicable to submitting changes to your school's application:

- **Viewing**
  - You can view your school's record with the approved school data.
  - You can view the pending updates to your school's application while it is awaiting adjudication. The system will highlight the fields that are pending adjudication.
- **Additional Changes**
  - Once you submit an update for the school that requires DHS adjudication, you may not submit another update that requires DHS adjudication until the previous request has been adjudicated. The applicable check boxes, radio buttons, and text boxes will be read-only or inactive. However, you may make additional updates to fields that do not require adjudication.

- Updates to all other fields regarding the school’s information can be submitted by either a PDSO or DSO, and will be automatically reflected as changes in the system. The PDSO can also make changes, additions, and deletions to school official information, for example, without DHS review.

- **Recertification**

- All draft updates and updates pending adjudication will be canceled once the PDSO of the main campus initiates the school’s recertification application. (See Section 2.5.1, *Initiate a Recertification Application [Form I-17]*.) However, these changes will be incorporated into the draft recertification application.
- After the recertification application has been submitted but before adjudication, the only change allowed is that the PDSO of the main campus may add, update, and delete officials, and assign roles to officials. (See Section 2.5.3.1, *Add New Officials to a Submitted Recertification Application [Form I-17]*, through Section 2.5.3.5, *Assign Campus Officials to a Submitted Recertification Application [Form I-17]*.) Any changes to officials while the recertification application is pending adjudication necessitates the PDSO printing, signing, and sending to DHS a copy of the changed application.

#### **2.4.2 Update Page 1 of an Application (Form I-17)**

The *Listing of Schools* screen contains a list of each school or campus for which you act as a designated official. To access the application for a school or campus, perform the following steps:

1. On the *Listing of Schools* screen, click the link for the school whose application you wish to view. The system displays the data for the selected school.
2. To update the application, click the **Edit School** link on the left side of the screen. The system displays the existing data for the school on Page 1 of the application. Exhibit 10, *Contact Information (Page 1 of 5)*, is an example of Page 1 of the electronic Form I-17.

**Exhibit 10: Contact Information (Page 1 of 5)**

**Contact Information [Page 1 of 5]**

Required fields are marked with an asterisk (\*).

**1. \* Approval for attendance of students under:**  
 Section 101(a)(15)(f) of the Act (academic and language students)  
 Section 101(a)(15)(m) of the Act (vocational students)

**2. \* Name of School System:**  
\_\_\_\_\_

**2a. \*Name of Main Campus:**  
\_\_\_\_\_

**3. Mailing Address of the School:**  
\* Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
\* City: \_\_\_\_\_  
\* State: \_\_\_\_\_  
\* Zip Code: \_\_\_\_\_  
Fax Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ ext. \_\_\_\_

**4. Location of the School (if different from mailing address):**  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

**5. \* School Type:** \_\_\_\_\_

**Name and Address of Owner (For PRIVATE Schools ONLY):**  
\*Private School  
Owner Name: \_\_\_\_\_  
\* Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
\* City: \_\_\_\_\_  
\* State: \_\_\_\_\_  
\* Zip Code: \_\_\_\_\_

**Public Reporting Burden**

Reporting burden for this collection of information is estimated to average 30 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for simplifying this information collection send them to: Department of Homeland Security, HQPDI, 425 I Street, N.W., Room 4307 Washington, DC 20536 ; OMB No.: 1653-0038. DO NOT MAIL COMPLETED FORMS TO THIS ADDRESS.

11/25/2008 (Tuesday)

3. You may add or delete the current information to reflect changes to the application (Form I-17). Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 1, you may make changes to any of the following data:

<b>Section/Field</b>	<b>Description/Explanation</b>
* <b>1. Approval for Attendance of Students Under</b>	<p>Click in the appropriate checkbox(es). <b>Academic and language nonimmigrant students</b> can be admitted to schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. <b>Vocational students</b> can be admitted to schools approved under section 101(a)(15)(m). The application should be used to request the addition or removal of the types of programs (F or M) in which the school wishes to enroll or discontinue enrolling foreign students. Schools can request certification to enroll either or both types of students.</p> <p><b>Note:</b> The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same application.</p> <p><b>Note:</b> Updates to this field require review and approval by DHS.</p>
* <b>2. Name of School System</b>	<p>Enter the school or school system's complete, official name, without abbreviations. This is the school system name that prints on the student's Form I-20, followed by the campus name.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
* <b>2a. Name of Main Campus</b>	<p>Enter the name of the school or campus that is considered the primary campus on the application. This also prints on Forms I-20 issued from this campus. If the main campus has its own name, different from that of the school or school system, that name will display here. If not, the main campus may have the same name as the school system. In this case, you should enter the same information in the <b>Name of School System</b> and <b>Name of Main Campus</b> fields.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>

<b>Section/Field</b>	<b>Description/Explanation</b>
<b>3. Mailing Address of the School</b>	Enter the address to which mail for the main campus should be sent. This address may contain a post office box number. <b>Note:</b> There is a separate field on a following page in which the mailing addresses of additional campuses should be entered.
* <b>Address 1</b>	Enter the first line of the address for the main campus.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number.
* <b>City</b>	Enter the appropriate city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
<b>Fax Number</b>	Enter a valid fax number for the main campus.
<b>Telephone Number</b>	Enter a valid telephone number for the main campus.
<b>4. Location of the School</b>	The physical location of the main campus. This address may not contain a post office box number. <b>Note:</b> Updates to this field require DHS review and approval.
<b>Address 1</b>	Enter the first line of the location address for the main campus.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name.
<b>City</b>	Enter the appropriate city.
<b>State</b>	Select the appropriate state.
<b>Zip Code</b>	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
* <b>5. School Type</b>	A school may be either public or private. <b>Note:</b> Updates to this field require DHS review and approval.
<b>Name and Address of Owner</b>	If <b>Private Institution</b> is selected in Field 5, you must complete the following fields.

Section/Field	Description/Explanation
* <b>Private School Owner Name</b>	If the owner is a person, enter his/her name. If the owner is an institution (for example, a company or a nonprofit organization such as a church), enter the name of the institution. <b>Note:</b> Updates to this field require DHS review and approval.
* <b>Address 1</b>	Enter the first line of an address, typically a number and street name, for the school owner.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number. Post office box numbers should be used <i>only</i> in mailing addresses.
* <b>City</b>	Enter the unabbreviated name of a city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter a valid five-digit postal code; the last four digits are optional.

4. Click one of the following buttons:

<b>Save Draft</b>	After completing the required fields on Page 1, you may click this button to save the data that you have added or changed on this page. <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
<b>Reset Values</b>	Click this button to return all new entries on the page to their previous values.
<b>Next</b>	Click this button to automatically save the data that you have added or changed; it ensures that all the required fields have been completed, and advances you to Page 2 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
<b>Print I-17 Form</b>	Click this button to print a copy of the application.

### 2.4.3 Update Page 2 of an Application (Form I-17)

The current program/course data for your school are displayed on Page 2 of the application (Form I-17). Exhibit 11, Program/Course Information (Page 2 of 5), is an example of the page.

### Exhibit 11: Program/Course Information (Page 2 of 5)

Program/Course Information [Page 2 of 5]

Required fields are marked with an asterisk(\*)

6. \* This school is engaged in (check all that apply):

- PRIVATE ELEMENTARY SCHOOL
- PRIVATE MIDDLE SCHOOL
- PRIVATE HIGH SCHOOL(grades 9-12)
- PUBLIC HIGH SCHOOL (grades 9-12)
- VOCATIONAL OR TECHNICAL EDUCATION (other than high school)
- FLIGHT TRAINING
- LANGUAGE TRAINING
- HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
- OTHER (specify)

7. \* This school's sessions are based on:

- Semesters
- Trimesters
- Quarters
- Other (specify)

8. \* Date registration begins for EACH session during a calendar year (fill out only those necessary):

Session 1	JANUARY	01	Session 11		
Session 2	JUNE	01	Session 12		
Session 3			Session 13		
Session 4			Session 14		
Session 5			Session 15		
Session 6			Session 16		
Session 7			Session 17		
Session 8			Session 18		
Session 9			Session 19		
Session 10			Session 20		

9. \* Date school was established (MM/DD/YYYY):

10. \* The school operates under the following federal, state, local, or other authorization (if none, enter "None"):

11. \* The school has been approved by the following national, regional, or state accrediting association or agency (if none, enter "None"):

12. \* Areas of Study (check all that apply):

- LIBERAL ARTS
- FINE ARTS
- LANGUAGE
- RELIGIOUS
- PROFESSIONAL STUDIES
- VOCATIONAL OR TECHNICAL TRAINING
- FLIGHT TRAINING
- SCIENCE
- EDUCATION
- BUSINESS
- ENGINEERING
- OTHER (specify)

1. You may add or delete the current information to reflect changes to the application. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 2, you may make changes to any of the following data:

<b>Section/Field</b>	<b>Description/Explanation</b>
* <b>6. This school is engaged in</b>	Check all options that apply. If <b>Other</b> is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark.  <b>Note:</b> Updates to this field require DHS review and approval.
* <b>7. This school’s sessions are based on</b>	Check all options that apply. If <b>Other</b> is selected, you must enter an explanation in the text box. The text box should also be used to notify DHS when the school has more than 20 session begin dates to enter in Section 8, “date registration begins.”
* <b>8. Date registration begins for EACH session during a calendar year</b>	For each session currently offered by a school during the calendar year, select the month and day on which it begins. For example, a semester system school would show at least two month/day pairs. If you need to enter more than 20, make a note to that effect in the <b>Other (Explain)</b> text box of Section 7, “This school’s sessions are based on,” and a DHS official will contact you for more information, if necessary.
* <b>9. Date school was established</b>	Enter the date on which the school began operations in MM/DD/YYYY format.
* <b>10. The school operates under the following federal, state, local, or other authorization</b>	Provide a summary description of the authority, if any, under which the school operates. If none, enter “None” in the text box.  <b>Note:</b> Updates to this field require DHS review and approval.
* <b>11. The school has been approved by the following national, regional, or state accrediting association or agency</b>	Enter the name of the organization, if any, that has accredited the school. If none, enter “None” in the text box.  <b>Note:</b> Updates to this field require DHS review and approval.
* <b>12. Areas of study</b>	A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the check box next to the appropriate area of study. To remove the check mark, click in the check box again. If <b>Other</b> is selected,

Section/Field	Description/Explanation
	provide an explanation in the text box. <b>Note:</b> Updates to this field require DHS review and approval.

2. Click one of the following buttons:

<b>Save Draft</b>	After completing the required fields on Page 2, you may click this button to save the data that you have added or changed on this page. <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
<b>Prev (Previous)</b>	Click this button to return to the previous page of the application. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the new data that you entered on this page are lost.
<b>Reset Values</b>	Click this button to return all new entries on the page to their previous values.
<b>Next</b>	Click this button to automatically save the data that you have added or changed; it ensures that all the required fields have been completed, and advances you to Page 3 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
<b>Print I-17 Form</b>	Click this button to print a copy of the application.

#### **2.4.4 Update Page 3 of an Application (Form I-17)**

The current program/course data for your school are displayed on Page 3 of the application. Exhibit 12, Program/Course Information (Page 3 of 5), is an example of the page.

### Exhibit 12: Program/Course Information (Page 3 of 5)

Program/Course Information [Page 3 of 5]  
 Required fields are marked with an asterisk (\*)

13. \* List the degrees available from this school:

- AA DEGREE
- AS DEGREE
- BA DEGREE
- DOCTOR OF EDUCATION
- BACHELOR OF SCIENCE
- BACHELOR OF FINE ARTS
- BACHELOR OF BUSINESS ADMINISTRATION
- BACHELOR OF SCIENCE IN EDUCATION
- MASTER OF ARTS
- MASTER OF SCIENCE
- MASTER OF BUSINESS ADMINISTRATION
- DOCTOR OF PHILOSOPHY
- MEDICAL DOCTOR
- JURIS DOCTOR
- OTHER

Specify (If none, enter "None"):

14. \*Select as appropriate:

If the school is engaged in elementary or secondary education, it  qualify its graduates for acceptance by accredited schools of higher educational level.

---

If the school is engaged in higher education, it  confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits  recognized by and transferable to institutions of study which confer degrees.

---

If the school is engaged in vocational or technical education, it  qualify its graduates for employment in the occupations for which preparation is offered.

---

The school  engaged in English Language Training.

15. \*Sessions are held as follows:

- Day
- Night

16. \*Requirements for admission:

High school diploma, GED, placement test

17. \*Courses of study and time necessary to complete each:

120 credits

18. \*Requirements for graduation:

Successful completion of coursework

19. \*Causes for expulsion:

Felony conviction

20. \*Average annual number of (enter numbers without comma separators):

Classes:  Teachers or instructors:

Students:  Non-teaching employees:

21. \*Approximate annual cost of room, board, tuition, etc., per student (enter cost without comma separators and round up to the nearest dollar):

\$ 6250

1. You may add or delete the current information to reflect changes to the application. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An \* (asterisk) precedes the fields that must be completed. To update Page 3, you may make changes to any of the following data:

<b>Field</b>	<b>Description/Explanation</b>
* <b>13. List the degrees available from this school</b>	Select only the degrees that your school will offer to foreign students. Select all options that apply. If <b>Other</b> is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select <b>Other</b> and enter “high school diploma,” or a similar appropriate description. If your school does not issue degrees, enter “None” in the text box.  <b>Note:</b> Updates to this field require DHS review and approval.
* <b>14. Select as appropriate</b>	Although more than one field may be completed, generally you should complete only one of the fields listed for Section 14.  <b>Note:</b> Updates to this section require DHS review and approval.
<b>If the school is engaged in elementary or secondary education</b>	If your school provides elementary/secondary education, select “ <b>does</b> ” or “ <b>does not</b> ” to indicate if your school qualifies its graduates for acceptance by accredited schools of higher education. Leave this field blank if your school is engaged in higher education, vocational/technical training, or English Language training.  <b>Note:</b> Updates to this field require DHS review and approval.

<b>Field</b>	<b>Description/Explanation</b>
<b>If the school is engaged in higher education</b>	<p>As a college/university, select “<b>does</b>” or “<b>does not</b>” to indicate if your school confers recognized degrees. Also indicate if its credits “<b>are</b>” or “<b>are not</b>” transferable to degree-conferring institutions. Both fields in this section must be completed if your school is engaged in higher education. Leave these fields blank if your school is engaged in elementary/secondary, technical/vocational, or English Language education.</p> <p><b>Note:</b> This field applies to community colleges that offer higher education, academic programs, and confer academic degrees, including AA degrees.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
<b>If the school is engaged in vocational or technical education</b>	<p>As a technical/vocational school, select “<b>does</b>” or “<b>does not</b>” to indicate if your school qualifies its graduates for employment in the occupations for which preparation is offered. Leave this field blank if your school is engaged in elementary/secondary, college/university, or English Language education.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
<b>The school (is, is not) engaged in English language training</b>	<p>If your school exclusively offers an English language course, such as English Language schools, or includes English language training as part of another program, select “<b>is.</b>” Otherwise, select “<b>is not</b>” even though the school may provide remedial English instruction for students whose English skills are weak.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
* <b>15. Sessions are held as follows</b>	<p>Select whether your school conducts its classes during the day and/or at night.</p>

<b>Field</b>	<b>Description/Explanation</b>
* <b>16. Requirements for admission</b>	<p>You must include a summary of your school’s requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school’s requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p><b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>
* <b>17. Courses of study and time necessary to complete each</b>	<p>Provide a general listing of a school’s courses of study and the time, in weeks, months, or years, needed to complete each.</p> <p><b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>
* <b>18. Requirements for graduation</b>	<p>Summarize your school’s requirements for graduation. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school’s requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p><b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>
* <b>19. Causes for expulsion</b>	<p>Provide the general reasons that would be considered causes for a student to be expelled from your school.</p> <p><b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>

Field	Description/Explanation
* <b>20. Average annual number of</b>	Enter the average annual number of classes, teachers/instructors, students, and nonteaching employees for a given school. These figures may be estimates if your school does not maintain a running average for each category. <b>Note:</b> This field should include an estimate of actual classes taught rather than course types or programs offered.
* <b>21. Approximate annual cost of room, board, tuition, etc. per student</b>	Enter the approximate amount of money an individual student spends at your school, per year, for room, board, tuition, and related fees. <b>Note:</b> You must round up to the nearest dollar. The system does not accept the decimal point.

2. Select from one of the following buttons:

<b>Save Draft</b>	After completing the required fields on Page 3, you may click this button to save the data that you have added or changed on this page. <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
<b>Prev (Previous)</b>	Click this button to return to the previous page of the application. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the new data that you entered on this page are lost.
<b>Reset Values</b>	Click this button to return all new entries on the page to their previous values.
<b>Next</b>	Click this button to automatically save the data that you have added or changed; it ensures that all the required fields have been completed, and advances you to Page 4 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
<b>Print I-17 Form</b>	Click this button to print a copy of the application.

#### **2.4.5 Update Page 4 of an Application (Form I-17)**

The current list of officials for this school is shown on Page 4 of the application. Exhibit 13, School Official Information (Page 4 of 5), is an example of this screen.

**Note:** Only a PDSO may add or delete school officials, and update their records in SEVIS.

### Exhibit 13: School Official Information (Page 4 of 5)

School Official Information [Page 4 of 5]				
Official Name	Title	Telephone	Email Address	Command
Ben Grady	Dean of Admissions	555-555-5555 ext.	ben.grady@mu.edu	<a href="#">Update</a> <a href="#">Delete</a>
Makana Makaiwi	President	555-555-5555 ext.	makana.makaiwi@mu.edu	<a href="#">Update</a> <a href="#">Delete</a>
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Add New Official</span> <span>Add Existing Official</span> </div>				
<a href="#">Prev</a>		<a href="#">Next</a>		<a href="#">Print I-17 Form</a>

Using Page 4 of the electronic application, the PDSO may do the following:

- Add new officials to the application for this school or campus (Section 2.4.5.1, Add New Officials to an Application [Form I-17]). A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school’s application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official’s roles using Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials).
- Add existing school officials to the school’s application (Section 2.4.5.2, Add Existing Officials to an Application [Form I-17]). Existing school officials are those who have a SEVIS ID and are currently associated with another school or program—not an existing user in your school or program. You will assign these users additional roles using Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials).
- Update an official’s information in SEVIS (Section 2.4.5.3, Update an Official’s Information).
- Delete users from SEVIS (Section 2.4.5.4, Delete an Official From an Application [Form I-17]).

The procedures for completing these tasks are addressed in the following sections.

**Note:** Prior to the departure of a PDSO from your school, he/she should access SEVIS and assign the PDSO role to an existing DSO. Then, the departing PDSO should assign himself/herself the role of DSO. The new PDSO may then access SEVIS and delete the departing official’s record from SEVIS (see Section 2.4.5.4, Delete an Official From an Application [Form I-17]). If the PDSO has left the school, attempt to contact the person and request that he/she log into SEVIS and assign the role to an existing DSO. If you encounter problems attempting to assign a new PDSO to your school, contact the SEVIS Help Desk at 1-800-892-4829 (8 a.m. to 8 p.m. Eastern Time, Monday through Friday).

When finished updating school officials, click one of the following buttons on Page 4:

<b>Prev (Previous)</b>	The data have been saved. Click this button to return to the previous page of the application.
<b>Next</b>	The data have been saved. Click this button to advance to Page 5 of the application. <b>Note:</b> Be sure to add new or existing officials to the application before advancing to Page 5. See Section 2.4.5.1, Add New Officials to an Application (Form I-17), and Section 2.4.5.2, Add Existing Officials to an Application (Form I-17), for instructions.
<b>Print I-17 Form</b>	Click this button to print a copy of the application.

### **2.4.5.1 Add New Officials to an Application (Form I-17)**

Each school and campus must have one PDSO. A maximum of nine DSOs for each school or campus of a school may also be added.

**Note:** A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official's roles using Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials), rather than adding this individual as an existing official on Page 4.

To add new school officials, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Add New Official** link below the list of officials already registered to use SEVIS. The *Add Official* screen displays. An example of this screen is depicted in Exhibit 14, Add Official Screen.

### Exhibit 14: Add Official Screen

**Add Official**

Required fields are marked with an asterisk (\*).

* Last Name:	<input type="text"/>
* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Suffix:	<input type="text"/>
* The Official is:	<input type="text"/>
If LPR, enter A-Number:	<input type="text"/>
* Title:	<input type="text"/>
<b>Contact Information:</b>	
* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip Code:	<input type="text"/> <input type="text"/>
* Telephone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> ext. <input type="text"/>
* Email Address:	<input type="text"/>

2. Below is a list of the fields on the *Add Official* screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To add an official, enter the following data:

Field	Description/Explanation
* <b>Last Name</b>	Enter the surname or family name of the school official.
* <b>First Name</b>	Enter the first name of the school official.
<b>Middle Name</b>	Enter the middle name of the school official.
<b>Suffix</b>	If applicable, select a title, such as Junior, that may display at the end of a person's name.
* <b>The Official is</b>	Select the appropriate option, <b>U.S. Citizen</b> or <b>LPR</b> . <b>Note:</b> All PDSOs and DSOs must be either U.S. citizens or <b>Lawful Permanent Residents (LPRs)</b> of the United States.
<b>If LPR, enter A-Number</b>	Enter the alien number (in the following format: A123456789) if the school official is an LPR of the United States.
* <b>Title</b>	Enter the title of the school official.
* <b>Address 1</b>	Enter the first line of the address for this school official.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number.

Field	Description/Explanation
* <b>City</b>	Enter the appropriate city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter a valid five-digit postal code; the last four digits are optional.
* <b>Telephone Number</b>	Enter a valid telephone number for this school official.
* <b>Email Address</b>	Enter a valid electronic mail address. The school official's SEVIS user ID and password instructions are mailed to this address; therefore the address entered must be secure. Notification of adjudication results for updates to the application will also be sent to this email address.  <b>Note:</b> Email addresses are <b>not</b> secure if they can be accessed by more than one person (for example, info@ABCcollege.edu).

3. Click one of the following buttons:

<b>Add Official</b>	Click this button to save the data that you have entered for this school official. Page 4 of the application displays and the information for the official that was added is included on the list of officials.
<b>Cancel</b>	Click this button to return to Page 4 of the application without saving the data for this official.

4. If you need to add additional new officials, repeat Steps 3 through 5.
5. See Section 2.4.6.4, Assign Campus Officials, in order to complete the process and assign the appropriate role (PDSO or DSO) to the new user at the school's campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the **No Role** radio button.

### **2.4.5.2 Add Existing Officials to an Application (Form I-17)**

An existing official is an active SEVIS user, someone who already has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools and/or programs. Adding an existing official is the process of authorizing a current SEVIS user who is not already listed on the school's application to perform as a PDSO or DSO for a school or campus.

**Note:** A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school's application to perform SEVIS duties for an additional campus listed on the same application, you should add to

the official’s roles on Page 5 of the electronic application (Section 2.4.6.4, Assign Campus Officials), rather than adding this individual as an existing official on Page 4.

To add an existing official, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Add Existing Official** link below the list of officials already registered to use SEVIS. The *Add Existing Official* screen displays. Exhibit 15, Add Existing Official Screen, is an example of the screen.

### Exhibit 15: Add Existing Official Screen

**Add Existing Official**

Required fields are marked with an asterisk (\*).

The official is a current user. Enter the official’s user name.

\* User Name:

2. In the **User Name** field, enter the SEVIS user ID—the ID that the official uses to access SEVIS.
3. Click the **Search Official** button. If the official has a record in SEVIS, the *Add Existing Official - <Official’s Name>* screen displays the name, title, telephone number, and email address for this official.
4. Click one of the following buttons:

<b>Add Official</b>	Click this button to add this school official to your school’s application. Page 4 of the application displays and the information for the official is included on the list of officials.
<b>Cancel</b>	Click this button to return to Page 4 of the application without adding this official to your school’s application.

5. If you need to add additional existing officials, repeat Steps 3 through 6.
6. See Section 2.4.6.4, Assign Campus Officials, in order to complete the process and assign the appropriate role (PDSO or DSO) to the added official at the school’s campus(es). The added official must be assigned a role at least at one campus. If the added official will not be performing a role at a particular campus, click the **No Role** radio button.

#### **2.4.5.3 Update an Official’s Information**

Only a PDSO may update the SEVIS record for an existing official. To change or update the record of an existing school official, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Update** link to the right of the name of the official whose record you wish to update. The system displays the *Update Official* screen. Exhibit 16, Update Official Screen, is an example of the screen.

### Exhibit 16: Update Official Screen

**Update Official**  
Required fields are marked with an asterisk (\*).

*Last Name:	<input type="text" value="Makaiwi"/>
*First Name:	<input type="text" value="Makana"/>
Middle Name:	<input type="text"/>
Suffix:	<input type="text"/>
*The Official is:	<input type="text" value="U.S. Citizen"/>
If LPR, enter A-Number:	<input type="text"/>
* Title:	<input type="text" value="President"/>
<b>Contact Information:</b>	
* Address 1:	<input type="text" value="29887 Hilo Drive"/>
Address 2:	<input type="text"/>
* City:	<input type="text" value="Washington"/>
* State:	<input type="text" value="DISTRICT OF COLUMBIA"/>
* Zip Code:	<input type="text" value="20001"/>
* Telephone Number:	<input style="width: 50px;" type="text" value="(555) 555-5555 ext. "/>
* Email Address:	<input type="text" value="makana.makaiwi@mu.edu"/>

2. Make the necessary changes to the user’s record. See Section 2.4.5.1, Add New Officials to an Application (Form I-17), for detailed instructions for each field.
3. Click one of the following buttons:

<b>Update</b>	Click this button to update this school official’s information. Page 4 of the application displays.
<b>Cancel</b>	Click this button to return to Page 4 of the application without updating this official’s information.

#### **2.4.5.4 Delete an Official From an Application (Form I-17)**

Deleting an official completely removes the individual from the application (Form I-17). The official will no longer be able to perform SEVIS tasks for your school.

**Note:** To remove the official as a PDSO or DSO for a specific campus, use the *Assigning Campus Officials* screen, rather than deleting the official. See Section 2.4.6.4, Assign Campus Officials.

Because an official must be assigned a role to at least one campus, if the official will not be performing any role, he/she should be deleted. To delete a school official from your school’s application, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Delete** link to the right of the name of the person who you would like to delete from this school. The *Delete Official* screen displays. Exhibit 17, Delete Official Screen, is an example of the screen.

### Exhibit 17: Delete Official Screen

**Delete Official**

Last Name:	Makaiwi
First Name:	Makana
Middle Name:	
Suffix:	
The Official is:	U.S. Citizen
<b>Contact Information:</b>	
Address:	29887 Hilo Drive
City:	Washington
State:	DC
Zip Code:	20001
Telephone Number:	555-555-5555
Email Address:	makana.makaiwi@mu.edu

2. Click one of the following buttons:

<b>Delete Official</b>	Click this button to delete this official from your school’s application. Page 4 of the application displays and this official no longer displays on the list.
<b>Cancel</b>	Click this button to return to Page 4 of the application without deleting this official from your school’s application.

### 2.4.6 Update Page 5 of an Application (Form I-17)

The current list of campuses for this school is shown on Page 5 of the school’s application. Exhibit 18, Campus Information (Page 5 of 5), is an example of this screen. Only a PDSO may add, update, or delete a campus, and assign officials.

### Exhibit 18: Campus Information (Page 5 of 5)

**Campus Information [Page 5 of 5]**

Campus Name	Mailing Address	Location	Command
Makena University	3540 Hilo Drive, Washington, DC 20001	Washington, DC	Officials
<a href="#">Add New Campus</a>			

Please Note: Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17.

Using Page 5 of the Form I-17, the PDSO may add, update, or delete campuses and assign or reassign school officials to their SEVIS roles. The following sections provide instructions for adding, updating, or deleting campuses and assigning SEVIS roles.

### **2.4.6.1 Add a New Campus**

SEVIS enables the PDSO to add to the application (Form I-17) campuses that are located in the same DHS jurisdiction as the main campus. If your school has campuses that are located in other DHS jurisdictions (for example, different states), separate applications must be completed for the schools and campuses within each district. Multi-campus schools that have campuses located in a single DHS district may either file a single application for all campuses or file separate applications.

**Note:** When adding another campus, review and update all pages of the application to reflect any new information specific to the campus being added.

When you add campuses to the application, DHS must review and approve the changes. To add a campus to the school’s application, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Add New Campus** link below the list of registered campuses. Exhibit 19, Add Campus Screen, is an example of the screen that displays.

### **Exhibit 19: Add Campus Screen**

**Add Campus**

Required fields are marked with an asterisk (\*)

**Mailing Address:**

\* Campus Name:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

Fax Number: (  )  -

Telephone Number: (  )  -  ext.

**Location (if different from the mailing address):**

Address 1:

Address 2:

City:

State:

Zip Code:

2. Enter the information regarding the new campus. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed.

<b>Section/Field</b>	<b>Description/Explanation</b>
* <b>Campus Name</b>	Enter the name of the new campus. This also prints on Forms I-20 issued from this campus.
<b>Mailing Address</b>	Enter the address to which mail for this campus should be sent. This address may contain a post office box number.
* <b>Address 1</b>	Enter the first line of the address for this campus.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number.
* <b>City</b>	Enter the appropriate city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter a valid five-digit postal code; use of a nine-digit zip code is optional.
<b>Fax Number</b>	Enter a valid fax number for this campus.
<b>Telephone Number</b>	Enter a valid telephone number for this campus.
<b>Location</b>	The physical location of the new campus, if different from its mailing address. This address may not contain a post office box number.
<b>Address 1</b>	Enter the first line of the address for this campus.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name.
<b>City</b>	Enter the appropriate city.
<b>State</b>	Select the appropriate state.
<b>Zip Code</b>	Enter a valid five-digit postal code; use of a nine-digit zip code is optional.

3. Click one of the following buttons:

<b>Add Campus</b>	Click this button to add this campus to your school's application. Page 5 of the application displays and the name of the campus that was added displays on the list. <b>Note:</b> A DHS user will contact the PDSO for any necessary supporting documentation.
<b>Cancel</b>	Click this button to return to Page 5 of the application without adding this campus to your school application.

4. If you need to add additional campuses, repeat Steps 3 through 5.
5. See Section 2.4.6.4, Assign Campus Officials, in order to complete the process and assign school officials roles (PDSO or DSO) at the new campus(es).

### **2.4.6.2 Update a Campus**

The PDSO and DSO may update campus information. To update the information for a campus, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Update** link to the right of a campus name. The *Update Campus – <Name of Campus>* screen displays.
2. Make the necessary additions and/or changes to the data. Section 2.4.6.1, Add a New Campus, provides detailed instruction for each field.
3. Click one of the following buttons:

<b>Update Campus</b>	Click this button to update the information for this campus. Page 5 of the application displays. <b>Note:</b> DHS must review and approve the changes to school name, mailing address, and location address.
<b>Cancel</b>	Click this button to return to Page 5 of the application without updating the information for this campus.

### **2.4.6.3 Delete a Campus**

The PDSO may submit a campus deletion request for campuses that have no students in Active status and no students with pending reinstatement requests. Campus deletion requests are adjudicated by DHS.

To request a campus deletion from your school’s application (Form I-17), perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Delete** link to the right of a campus name. The *Delete Campus - <Name of Campus>* screen displays.  
  
**Note:** You will not be able to delete a campus at which SEVIS student records are still active or pending reinstatement.
2. Click one of the following buttons:

<b>Delete Campus</b>	Click this button to delete this campus. A confirmation screen displays to verify that you wish to proceed with the campus deletion request. Click the <b>Yes</b> button and Page 5 of the application displays. Otherwise, click the <b>Cancel</b> button to return to Page 5 of the application without submitting the campus deletion request.  <b>Note:</b> If your campus deletion request is approved, you will no longer be able to view, access, or print any of the student records associated with this
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	campus. Prior to submitting this request, you should transfer out any student records you may need in the future (for example, students in Active status who wish to continue their education at your main campus or a student in Terminated or Completed status, who wishes to apply for reinstatement to attend another school).
<b>Cancel</b>	Click this button to return to Page 5 of the application without deleting this campus.

**2.4.6.4 Assign Campus Officials**

Campus Information (Page 5 of 5) has a link that enables you to assign each school official a role at each individual campus. Those roles are PDSO and DSO.

**Note:** Each official must be assigned to at least one campus on the application (Form I-17).

In SEVIS, the PDSO is usually the contact person for the original submission of the application. The PDSO will also be the responsible party for any updates to the PDSO and DSO information, and for registering the school to use the SEVIS batch interface. The PDSOs and DSOs are responsible for creating, submitting, and updating SEVIS student records, and issuing Forms I-20.

**Note:** All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.

Exhibit 20, SEVIS Roles and Responsibilities, lists the various tasks that school officials may perform using SEVIS. An “X” in the column indicates that the school official whose title displays at the top of the column may perform the task listed.

**Exhibit 20: SEVIS Roles and Responsibilities**

SEVIS Task	PDSO	DSO
Add and delete campuses (Form I-17)	X	
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)	X	
Update, save, and submit changes to the information for schools (Form I-17)	X	X
Initiate, save, complete, and submit recertification application (Form I-17)	X	
Print the Form I-17	X	X
Create and save records for students and dependents (Form I-20)	X	X
Update records for students and dependents (Form I-20)	X	X
Submit records for students and dependents (Form I-20)	X	X
Print student and dependent draft I-20 Forms	X	X
Print student and dependent I-20 Forms	X	X

SEVIS Task	PDSO	DSO
View all student and dependent records for their schools	X	X
Receive SEVIS alerts	X	X
View and print reports	X	X
Register schools to use the SEVIS batch interface	X	

To authorize your school officials to perform as a PDSO or DSO when using SEVIS, perform the following steps for each campus listed on the application:

- From the *Campus Information (Page 5 of 5)* screen, click the **Officials** link to the right of the campus name. The *Assigning Campus Officials* screen displays. An example is shown in Exhibit 21, Assigning Campus Officials Screen.

**Note:** This screen lists all officials associated with the school. You must choose the role that each official will play at each campus.

### Exhibit 21: Assigning Campus Officials Screen

**Assigning Campus Officials**

Campus Name: Makena University  
 Mailing Address: 3540 Hilo Drive  
 Washington, DC 20001

**Officials Currently Assigned**

Official Name	Title	PDSO	DSO	No Role
Ben Grady	Dean of Admissions	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Makana Makaiwi	President	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Click a radio button (**PDSO** or **DSO**) to the right of the official's name. Select the **No Role** radio button for officials who will not perform SEVIS tasks for this specific campus.

**Note:** Each campus must have one PDSO, and this person may be a PDSO at multiple campuses. Schools can identify a maximum of nine DSOs per campus, and these officials may perform different roles for different campuses. **Every official** must be assigned at least one role at one campus listed on the application. If an official is not assigned a role, you cannot submit these changes to the Form.

- Click one of the following buttons:

<b>Accept Changes</b>	Click this button to accept the new or changed role assignments. Page 5 of the application displays.
<b>Reset Values</b>	Click this button to return all fields to their previously saved values.
<b>Cancel</b>	Click this button to return to Page 5 of the application without assigning or changing any roles.

See Section 2.4.6.5, Submit Updates to an Application (Form I-17), for instructions on completing this process.

### **2.4.6.5 Submit Updates to an Application (Form I-17)**

In order to complete the update process, you need to submit your application. Once all changes have been made to your application and you have finished adding campuses and assigning roles to school officials, click one of the following buttons:

<b>Prev (Previous)</b>	Click this button to return to the previous page of the application.
<b>Submit</b>	Click this button to forward the changes to the application to DHS for review and approval and/or to save data in the SEVIS database.
<b>Cancel</b>	Click this button to delete <b>all</b> changes and updated information that have not been submitted. A confirmation screen displays informing you that all changes made to the application since the last submission will be deleted. Click the <b>Yes</b> button to proceed with canceling the update to your application. The <i>Listing of Schools</i> screen displays. Click the <b>No</b> button to return to Page 5 of the application without canceling the changes.
<b>Print I-17 Form</b>	Click this button to print a copy of the application.

If you click the **Submit** button, the system displays a message indicating that the updates to the application have been successful. However, if you made changes to certain fields (see Section 2.4, Update an Application [Form I-17]) or added campuses, DHS will have to adjudicate those changes. If you added campuses, changed the private school owner’s name, or changed the public/private school type indicator, you will need to pay a fee through Pay.Gov. Section 2.6, Electronic Submission of Payment, provides instructions on submitting payment.

Once DHS processes the adjudicable updates to the application, the following outcomes are possible:

- If the updates are approved, the school officials receive approval notification via email.
- If additional information is required for processing the updates, the school officials receive an email specifying the missing or problematic information. Official notification of the request for further evidence may also be sent via mail.
- If the requested updates are denied, the school officials will receive notification via email. This email will include basic information regarding the reasons for denial and, if necessary, a DHS User will contact the PDSO with more specific information regarding the denial.

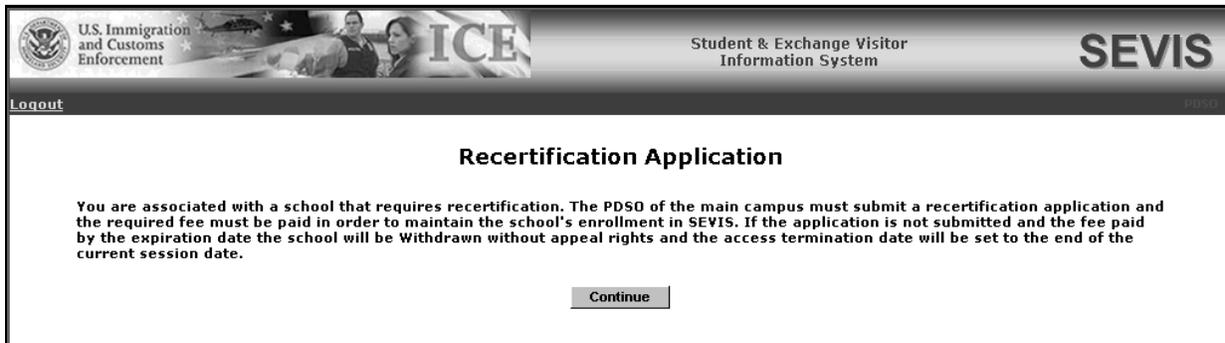
## **2.5 Recertification Application (Form I-17) Overview**

A school must apply for recertification 2 years after DHS approves their initial certification application (and every 2 years thereafter). The PDSO of the main campus must submit the completed recertification application electronically through SEVIS and submit the appropriate fee through Pay.Gov before DHS can begin adjudication. Once the recertification application has been submitted and the fee has been paid, the application is considered Filed. School officials will receive an email notification when their application is set to Filed.

180 days prior to the school’s certification expiration date, the following occurs:

- The PDSOs and DSOs receive an email notification informing them that the PDSO of the main campus needs to submit the recertification application and pay the appropriate fee.
- When the PDSOs and DSOs log into SEVIS, the *Recertification Application* screen (Exhibit 22, Recertification Notification Screen) displays, stating that they are associated with a school that requires recertification. Click the **Continue** button and the *Listing of Schools* screen displays. The recertification process does not need to be immediately initiated; this notification is merely a reminder that it needs to occur within the next 180 days. The notification screen will continue to display upon login to all PDSOs and DSOs until the recertification application has been set to Filed.

### Exhibit 22: Recertification Notification Screen



- On the *Listing of Schools* screen, @ displays to the right of the school’s name indicating that it needs to be recertified. An example of this screen is depicted in Exhibit 23, Listing of Schools Screen. This indicator is visible to all PDSOs and DSOs.

### Exhibit 23: Listing of Schools Screen

Listing of Schools						
* Indicates an alert for that school						
@ Indicates that the PDSO of the main campus has to apply/pay fees for recertification						
Name of School	Name of Campus	Location (City, State)	Role	Commands		
Makena University @	Makena University	Washington, DC	PDSO	Search	New Student	Student Lists Reports

- For the PDSO of the main campus, the **Apply for Recertification** link displays in the **Actions** menu on the *School Information* screen. This link is shown in Exhibit 24, School Information Screen With Apply for Recertification Link.

## Exhibit 24: School Information Screen With Apply for Recertification Link

Print I-17 Form

### Makena University

**Actions:**

[Edit School](#)

[View Draft Update](#)

[Apply for Recertification](#)

[Register for Batch Processing](#)

Certification Expiration Date:	<b>11/13/2005</b>
School Status:	<b>APPROVED</b>
Current School Code:	<b>WAS214F87658000</b>
Previous School Code:	N/A
Seeking Approval for:	<b>Academic and Language students</b>
Mailing Address:	<b>3540 Hilo Drive Washington, DC 20001</b>
Telephone Number:	
Fax Number:	
Location Address:	<b>3540 Hilo Drive Washington, DC 20001</b>
Type of Institution:	<b>Public</b>
This School is Engaged in:	<b>HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)</b>
School's Sessions are Primarily Based on:	<b>Semesters</b>
School Established on:	<b>06/27/1952</b>
School Operates Under the Following Authorization:	<b>Federal Education Board</b>
School is Approved Under the Following Association or Agency:	<b>State Education Board</b>
Areas of Study:	<b>LIBERAL ARTS</b>
Degrees Available:	<b>AA DEGREE BA DEGREE MASTER OF ARTS</b>
Higher Education Conferring Degrees:	<b>Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.</b>
Credit Transfer:	<b>Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.</b>
Sessions are Held:	<b>Day</b>
Requirements for Admission:	<b>High school diploma, GED, placement test</b>
Courses of Study and Time Necessary to Complete:	<b>120 credits</b>
Requirements for Graduation:	<b>Successful completion of coursework</b>
Causes for Expulsion:	<b>Felony conviction</b>
Average Annual Numbers:	<b>Classes - 1,000 Students - 30,000 Teachers and Instructors - 1,050 Non-Teaching Employees - 200</b>
Average Annual Cost of Room, Board, and Tuition Per Student:	<b>\$6,250.00</b>

**Campus Information**

**Makena University**

School Code: WAS214F87658000

Mailing Address: 3540 Hilo Drive Washington, DC 20001

Location Address: 3540 Hilo Drive Washington, DC 20001

Officials:	Official Name	Title	Telephone Number	Email Address	Role
	Ben Grady	Dean of Admissions	555-555-5555	ben.grady@mu.edu	DSO
	Makana Makaiwi	President	555-555-5555	makana.makaiwi@mu.edu	PDSO

If the PDSO of the main campus does not submit the recertification application or pay the fee, the PDSOs and DSOs will receive reminder emails 90, 60, and 30 days before their certification expiration date.

Beginning 180 days prior to the school's certification expiration date, the PDSO of the main campus will be able to initiate, save a draft of, make changes to, and submit his/her school's recertification application.

After the recertification application is initiated, the school officials will no longer be able to make updates to the approved certification application. However, they will be able to view and print the approved certification application until the recertification application is submitted. After the recertification application is submitted, they will be able to view and print the recertification application.

Additionally, after the recertification application is submitted, but before it is adjudicated, school officials may not make any adjudicable or nonadjudicable changes to the recertification

application. The only change allowed to be made is that the PDSOs may add, update, or delete officials, or assign roles for officials. (See Section 2.5.3.1, Add New Officials to a Submitted Recertification Application [Form I-17], through Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application [Form I-17].)

### 2.5.1 Initiate a Recertification Application (Form I-17)

**IMPORTANT:** When you initiate your recertification application, any pending adjudicable updates or any draft updates to your approved application will be canceled. All pending and draft updates will be automatically incorporated into your draft recertification application.

Only the PDSO of the main campus may initiate, update, save a draft of, and submit a recertification application. Perform the following steps to initiate your recertification application:

1. From the *School Information* screen, click the **Apply for Recertification** link. The *Apply for Recertification* screen displays informing you that all pending adjudicable updates and draft updates will be canceled. Exhibit 25, Apply for Recertification Screen, provides an example of this screen.

#### Exhibit 25: Apply for Recertification Screen

**Apply for Recertification**

If your school has submitted pending updates or draft updates, these updates will be cancelled once you initiate or proceed to page 1 of the recertification application. Although the submitted pending updates will be cancelled, they will be included in the draft recertification application. Once you proceed to page 1 of the recertification application, PDSOs and DSOs WILL NOT be able to make any adjudicated or non-adjudicated updates to the approved Form I-17 until it has been adjudicated. All updates should be made to the recertification application prior to submission. PDSOs WILL be able to continue to add officials, update officials, delete officials, and assign roles to officials while applying for recertification and after submitting the recertification application.

Would you like to proceed and apply for recertification?

2. Click either the **Yes** or **No** button.

- Click the **Yes** button to proceed to the recertification application. All pending adjudicable updates and draft updates will be canceled; however, the updates will be automatically incorporated in your draft recertification application. Page 1 of the recertification application displays.

Your recertification application is now initiated. You no longer can update your approved application. You may review, update, save a draft of, and submit the recertification application.

**Note:** If you add or update officials on your draft recertification application, the changes will not take effect until your recertification application is submitted.

- Click the **No** button if you want to wait until your pending updates are adjudicated or if you do not wish to initiate your recertification application at this time. You are returned to the *School Information* screen without initiating the recertification application.

## **2.5.2 Review and Update a Recertification Application (Form I-17)**

Your recertification application is pre-populated with your approved application data and any pending adjudicable updates and draft updates. Perform the following steps to review and update, if necessary, your recertification application:

1. Access Page 1 of your recertification application. Section 2.5.2.1, Update Page 1 of a Recertification Application (Form I-17), provides detailed steps.
2. Review and update, if necessary, Pages 1 through 5 of your recertification application. Detailed steps are provided in Section 2.5.2.1, Update Page 1 of a Recertification Application (Form I-17), through Section 2.5.2.5, Update Page 5 of a Recertification Application (Form I-17).
3. You may save a draft copy of your recertification by clicking the **Save Draft** button on Pages 1, 2, or 3 of the recertification application.
4. From Page 5 of the recertification application you may submit your recertification application. Section 2.5.3, Submit a Recertification Application (Form I-17), provides detailed steps on submitting your recertification application.

### **2.5.2.1 Update Page 1 of a Recertification Application (Form I-17)**

Your recertification application is pre-populated with your approved application data and any pending adjudicable updates and draft updates. Perform the following steps to review and update, if necessary, Page 1 of your recertification application:

1. Access Page 1 of your recertification application. An example of this screen is depicted in Exhibit 26, Contact Information (Page 1 of 5).
  - If you have just initialized your recertification application by clicking the **Apply for Recertification** link and the **Yes** button from the *Apply for Recertification* screen, Page 1 will be displayed.
  - If you have saved a draft of the recertification application and are returning to continue working on the recertification application, click the **Edit Recertification Application** link from the *School Information* screen.

**Exhibit 26: Contact Information (Page 1 of 5)**

**Contact Information [Page 1 of 5]**

Required fields are marked with an asterisk (\*).

**1. \* Approval for attendance of students under:**  
 Section 101(a)(15)(f) of the Act (academic and language students)  
 Section 101(a)(15)(m) of the Act (vocational students)

**2. \* Name of School System:**

**2a. \* Name of Main Campus:**

**3. Mailing Address of the School:**  
\* Address 1:   
Address 2:   
\* City:   
\* State:   
\* Zip Code:    
Fax Number: (  )  -   
Telephone Number: (  )  -  ext.

**4. Location of the School (if different from mailing address):**  
Address 1:   
Address 2:   
City:   
State:   
Zip Code:

**5. \* School Type:**

**Name and Address of Owner (For PRIVATE Schools ONLY):**  
\* Private School  
\* Owner Name:   
\* Address 1:   
Address 2:   
\* City:   
\* State:   
\* Zip Code:

**Public Reporting Burden**

Reporting burden for this collection of information is estimated to average 30 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for simplifying this information collection send them to: Department of Homeland Security, HQPDI, 425 I Street, N.W., Room 4307 Washington, DC 20536 ; OMB No.: 1653-0038. DO NOT MAIL COMPLETED FORMS TO THIS ADDRESS.

11/25/2008 (Tuesday)

2. You may add or delete the information to reflect changes to your recertification application (Form I-17). Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 1, you may make changes to any of the following data:

<b>Section/Field</b>	<b>Description/Explanation</b>
* <b>1. Approval for Attendance of Students Under</b>	Click in the appropriate checkbox(es). <b>Academic and language non-immigrant students</b> can be admitted to schools approved under section 101(a)(15)(f) of the Immigration and Nationality Act. <b>Vocational students</b> can be admitted to schools approved under section 101(a)(15)(m). The application should be used to request the addition or removal of the types of programs (F or M) in which the school wishes to enroll or discontinue enrolling foreign students. Schools can request certification to enroll either or both types of students.  <b>Note:</b> The approval request should pertain to programs that are offered at both the main campus and any additional campuses listed on the same application.
* <b>2. Name of School System</b>	Enter the school or school system's complete, official name, without abbreviations. This is the school system name that prints on the student's Form I-20, followed by the campus name.
* <b>2a. Name of Main Campus</b>	Enter the name of the school or campus that is considered the primary campus on the application. This also prints on Forms I-20 issued from this campus. If the main campus has its own name, different from that of the school or school system, that name will display here. If not, the main campus may have the same name as the school system. In this case, you should enter the same information in the <b>Name of School System</b> and <b>Name of Main Campus</b> fields.
<b>3. Mailing Address of the School</b>	Enter the address to which mail for the main campus should be sent. This address may contain a post office box number.  <b>Note:</b> There is a separate field on a following page in which the mailing addresses of additional campuses should be entered.
* <b>Address 1</b>	Enter the first line of the address for the main campus.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number.

Section/Field	Description/Explanation
* <b>City</b>	Enter the appropriate city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
<b>Fax Number</b>	Enter a valid fax number for the main campus.
<b>Telephone Number</b>	Enter a valid telephone number for the main campus.
<b>4. Location of the School</b>	The physical location of the main campus. This address may not contain a post office box number.
<b>Address 1</b>	Enter the first line of the address for the main campus.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name.
<b>City</b>	Enter the appropriate city.
<b>State</b>	Select the appropriate state.
<b>Zip Code</b>	Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.
* <b>5. School Type</b>	A school may be either public or private.
<b>Name and Address of Owner</b>	If <b>Private Institution</b> is selected in Field 5, you must complete the following fields:
<b>*Private School Owner Name</b>	If the owner is a person, enter his/her name. If the owner is an institution (for example, a company or a nonprofit organization such as a church), enter the name of the institution.
<b>*Address 1</b>	Enter the first line of an address, typically a number and street name, for the school owner.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number. Post office box numbers should be used <i>only</i> in mailing addresses.
<b>*City</b>	Enter the unabbreviated name of a city.
<b>*State</b>	Select the appropriate state.
<b>*Zip Code</b>	Enter a valid five-digit postal code; the last four digits are optional.

3. Click one of the following buttons:

<b>Save Draft</b>	After completing the required fields on Page 1, you may click this button to save the data that you have added or changed on this page. <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
<b>Reset Values</b>	Click this button to return all new entries on the page to their previous values.
<b>Next</b>	Click this button to automatically save the data that you have added or changed. This ensures that all the required fields have been completed, and advances you to Page 2 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
<b>Print I-17 Form</b>	Click this button to print a copy of the application.

### **2.5.2.2 Update Page 2 of a Recertification Application (Form I-17)**

The current program/course data for the school are displayed on Page 2 of the recertification application. Exhibit 27, Program/Course Information (Page 2 of 5), is an example of the page.

### Exhibit 27: Program/Course Information (Page 2 of 5)

Program/Course Information [Page 2 of 5]

Required fields are marked with an asterisk(\*)

6. \* This school is engaged in (check all that apply):

- PRIVATE ELEMENTARY SCHOOL
- PRIVATE MIDDLE SCHOOL
- PRIVATE HIGH SCHOOL(grades 9-12)
- PUBLIC HIGH SCHOOL (grades 9-12)
- VOCATIONAL OR TECHNICAL EDUCATION (other than high school)
- FLIGHT TRAINING
- LANGUAGE TRAINING
- HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
- OTHER (specify)

7. \* This school's sessions are based on:

- Semesters
- Trimesters
- Quarters
- Other (specify)

8. \* Date registration begins for EACH session during a calendar year (fill out only those necessary):

Session 1	JANUARY	01	Session 11		
Session 2	JUNE	01	Session 12		
Session 3			Session 13		
Session 4			Session 14		
Session 5			Session 15		
Session 6			Session 16		
Session 7			Session 17		
Session 8			Session 18		
Session 9			Session 19		
Session 10			Session 20		

9. \* Date school was established (MM/DD/YYYY):

10. \* The school operates under the following federal, state, local, or other authorization (if none, enter "None"):

11. \* The school has been approved by the following national, regional, or state accrediting association or agency (if none, enter "None"):

12. \* Areas of Study (check all that apply):

- LIBERAL ARTS
- FINE ARTS
- LANGUAGE
- RELIGIOUS
- PROFESSIONAL STUDIES
- VOCATIONAL OR TECHNICAL TRAINING
- FLIGHT TRAINING
- SCIENCE
- EDUCATION
- BUSINESS
- ENGINEERING
- OTHER (specify)

1. You may add or delete the information to reflect changes to the application. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 2, you may make changes to any of the following data:

<b>Section/Field</b>	<b>Description/Explanation</b>
* <b>6. This school is engaged in</b>	Check all options that apply. If <b>Other</b> is selected, you must enter an explanation in the text box. If you select an option by mistake, click the check box again to delete the check mark.
* <b>7. This school’s sessions are based on</b>	Check all options that apply. If <b>Other</b> is selected, you must enter an explanation in the text box. The text box should also be used to notify DHS when the school has more than 20 session begin dates to enter in Section 8, “date registration begins.”
* <b>8. Date registration begins for EACH session during a calendar year</b>	For each session currently offered by a school during the calendar year, select the month and day on which it begins. For example, a semester system school would show at least two month/day pairs. If you need to enter more than 20, make a note to that effect in the <b>Other (Explain)</b> text box of Section 7, “This school’s sessions are based on,” and a DHS official will contact you for more information, if necessary.
* <b>9. Date school was established</b>	Enter the date on which the school began operations.
* <b>10. The school operates under the following federal, state, local, or other authorization</b>	Provide a summary description of the authority, if any, under which the school operates. If none, enter “None” in the text box.
* <b>11. The school has been approved by the following national, regional, or state accrediting association or agency</b>	Enter the name of the organization, if any, that has accredited the school. If none, enter “None” in the text box.
* <b>12. Areas of study</b>	A school must offer one or more areas of study. Select only the areas of study available to foreign students. To make a selection, click in the check box next to the appropriate area of study. To remove the check mark, click in the check box again. If <b>Other</b> is selected, provide an explanation in the text box.

2. Click one of the following buttons:

<b>Save Draft</b>	<p>After completing the required fields on Page 2, you may click this button to save the data that you have added or changed on this page.</p> <p><b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.</p>
<b>Prev (Previous)</b>	<p>Click this button to return to the previous page of the application.</p> <p><b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the new data that you entered on this page are lost.</p>
<b>Reset Values</b>	<p>Click this button to return all new entries on the page to their previous values.</p>
<b>Next</b>	<p>Click this button to automatically save the data that you have added or changed. This ensures that all the required fields have been completed, and advances you to Page 3 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.</p>
<b>Print I-17 Form</b>	<p>Click this button to print a copy of the application.</p>

**2.5.2.3 Update Page 3 of a Recertification Application (Form I-17)**

Exhibit 28, Program/Course Information (Page 3 of 5), provides an example of Page 3 of the recertification application.

### Exhibit 28: Program/Course Information (Page 3 of 5)

**Program/Course Information [Page 3 of 5]**  
 Required fields are marked with an asterisk (\*)

13. \* List the degrees available from this school:

- AA DEGREE
- AS DEGREE
- BA DEGREE
- DOCTOR OF EDUCATION
- BACHELOR OF SCIENCE
- BACHELOR OF FINE ARTS
- BACHELOR OF BUSINESS ADMINISTRATION
- BACHELOR OF SCIENCE IN EDUCATION
- MASTER OF ARTS
- MASTER OF SCIENCE
- MASTER OF BUSINESS ADMINISTRATION
- DOCTOR OF PHILOSOPHY
- MEDICAL DOCTOR
- JURIS DOCTOR
- OTHER

Specify (If none, enter "None"):

14. \*Select as appropriate:

If the school is engaged in elementary or secondary education, it  qualify its graduates for acceptance by accredited schools of higher educational level.

---

If the school is engaged in higher education, it  confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits  recognized by and transferable to institutions of study which confer degrees.

---

If the school is engaged in vocational or technical education, it  qualify its graduates for employment in the occupations for which preparation is offered.

---

The school  engaged in English Language Training.

15. \*Sessions are held as follows:

- Day
- Night

16. \*Requirements for admission:

High school diploma, GED, placement test

17. \*Courses of study and time necessary to complete each:

120 credits

18. \*Requirements for graduation:

Successful completion of coursework

19. \*Causes for expulsion:

Felony conviction

20. \*Average annual number of (enter numbers without comma separators):

Classes:  Teachers or instructors:

Students:  Non-teaching employees:

21. \*Approximate annual cost of room, board, tuition, etc., per student (enter cost without comma separators and round up to the nearest dollar):

\$ 6250

1. You may add or delete the information to reflect changes to the application. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed. To update Page 3, you may make changes to any of the following data:

<b>Field</b>	<b>Description/Explanation</b>
* <b>13. List the degrees available from this school</b>	Select only the degrees that your school will offer to foreign students. Select all options that apply. If <b>Other</b> is selected, provide an explanation in the text box (for example, private elementary schools). High schools or secondary schools that offer a degree should select <b>Other</b> and enter “high school diploma,” or a similar appropriate description. If your school does not issue degrees, enter “None” in the text box.
* <b>14. Select as appropriate</b>	Although more than one field may be completed, generally you should complete only one of the fields listed for Section 14.
<b>If the school is engaged in elementary or secondary education</b>	If your school provides elementary/secondary education, select “ <b>does</b> ” or “ <b>does not</b> ” to indicate if your school qualifies its graduates for acceptance by accredited schools of higher education. Leave this field blank if your school is engaged in higher education, vocational/technical training, or English Language training.
<b>If the school is engaged in higher education</b>	As a college/university, select “ <b>does</b> ” or “ <b>does not</b> ” to indicate if your school confers recognized degrees. Also indicate if its credits “ <b>are</b> ” or “ <b>are not</b> ” transferable to degree-conferring institutions. Both fields in this section must be completed if your school is engaged in higher education. Leave these fields blank if your school is engaged in elementary/secondary, technical/vocational, or English Language education. <b>Note:</b> This field applies to community colleges that offer higher education, academic programs, and confer academic degrees, including AA degrees.
<b>If the school is engaged in vocational or technical education</b>	As a technical/vocational school, select “ <b>does</b> ” or “ <b>does not</b> ” to indicate if your school qualifies its graduates for employment in the occupations for which preparation is offered. Leave this field blank if your school is engaged in elementary/secondary, college/university, or English Language education.

<b>Field</b>	<b>Description/Explanation</b>
<b>The school (is, is not) engaged in English language training</b>	If your school exclusively offers an English language course, such as English Language schools, or includes English language training as part of another program, select “ <b>is.</b> ” Otherwise, select “ <b>is not</b> ” even though the school may provide remedial English instruction for students whose English skills are weak.
* <b>15. Sessions are held as follows</b>	Select whether your school conducts its classes during the day and/or at night.
* <b>16. Requirements for admission</b>	<p>You must include a summary of your school’s requirements for admission. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school’s requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p><b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>
* <b>17. Courses of study and time necessary to complete each</b>	<p>Provide a general listing of a school’s courses of study and the time, in weeks, months, or years, needed to complete each.</p> <p><b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.</p>
* <b>18. Requirements for graduation</b>	<p>Summarize your school’s requirements for graduation. If there is information that you wish to include that does not fit in this field, make a note of that fact in this field. You may also reference additional sources of information, such as a college catalog or web site. However, reference to a web site or other source of the school’s requirements is not sufficient for completion of this field. If necessary, DHS will contact you to obtain the additional information.</p> <p><b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the</p>

Field	Description/Explanation
	entire text in SEVIS.
* <b>19. Causes for expulsion</b>	Provide the general reasons that would be considered causes for a student to be expelled from your school. <b>Note:</b> The text may be truncated on the printed Form I-17 if it is longer than the available space. However, DHS and school officials are able to view the entire text in SEVIS.
* <b>20. Average annual number of</b>	Enter the average annual number of classes, teachers/instructors, students, and nonteaching employees for a given school. These figures may be estimates if your school does not maintain a running average for each category. <b>Note:</b> This field should include an estimate of actual classes taught rather than course types or programs offered.
* <b>21. Approximate annual cost of room, board, tuition, etc. per student</b>	Enter the approximate amount of money an individual student spends at your school, per year, for room, board, tuition, and related fees. <b>Note:</b> You must round up to the nearest dollar. The system does not accept the decimal point.

2. Click one of the following buttons:

<b>Save Draft</b>	After completing the required fields on Page 3, you may click this button to save the data that you have added or changed on this page. <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the <b>Next</b> button. However, saving prior to moving on to the next page ensures that all required fields have been completed because if there is an invalid entry, SEVIS will return a validation message. It also allows you to review the information before moving on.
<b>Prev (Previous)</b>	Click this button to return to the previous page of the application. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Prev</b> button. If you do not save first, the new data that you entered on this page are lost.
<b>Reset Values</b>	Click this button to return all new entries on the page to their previous values.

<b>Next</b>	Click this button to automatically save the data that you have added or changed. This ensures that all the required fields have been completed, and advances you to Page 4 of the application. If you have entered an invalid value in a field, SEVIS will return a validation message.
<b>Print I-17 Form</b>	Click this button to print a copy of the application.

**2.5.2.4 Update Page 4 of a Recertification Application (Form I-17)**

The current official data for the school are displayed on Page 4 of the recertification application. Exhibit 29, School Official Information (Page 4 of 5), is an example of this screen.

**Exhibit 29: School Official Information (Page 4 of 5)**

School Official Information [Page 4 of 5]				
Official Name	Title	Telephone	Email Address	Command
Ben Grady	Dean of Admissions	555-555-5555 ext.	ben.grady@mu.edu	Update Delete
Makana Makaiwi	President	555-555-5555 ext.	makana.makaiwi@mu.edu	Update Delete
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>Add New Official</span> <span>Add Existing Official</span> </div>				
<input type="button" value="Prev"/>		<input type="button" value="Next"/>		<input type="button" value="Print I-17 Form"/>

Using Page 4 of the electronic application, the PDSO may do the following:

- Add new officials to the application for this school or campus (Section 2.5.2.4.1, Add New Officials to a Draft Recertification Application [Form I-17]). A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school’s application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official’s roles using Page 5 of the electronic application (Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application [Form I-17]).
- Add existing school officials to the school’s application (Section 2.5.2.4.2, Add Existing Officials to a Draft Recertification Application [Form I-17]). Existing school officials are those who have a SEVIS ID and are currently associated with another school or program—not an existing user in your school or program. You will assign these users additional roles using Page 5 of the electronic application (Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application [Form I-17]).
- Update an official’s information in SEVIS (Section 2.5.2.4.3, Update an Official’s Information for a Draft Recertification Application [Form I-17]).
- Delete an official from an application (Section 2.5.2.4.4, Delete an Official From a Draft Recertification Application [Form I-17]).

The procedures for completing these tasks are addressed in the subsequent sections.

When finished updating school officials, click one of the following buttons on Page 4:

<b>Prev (Previous)</b>	The data have been saved. Click this button to return to the previous page of the application.
<b>Next</b>	The data have been saved. Click this button to advance to Page 5 of the application. <b>Note:</b> Be sure to add any new or existing officials to the application before advancing to Page 5. See Section 2.5.2.4.1, Add New Officials to a Draft Recertification Application (Form I-17), and Section 2.5.2.4.2, Add Existing Officials to a Draft Recertification Application (Form I-17), for instructions.
<b>Print I-17 Form</b>	Click this button to print a copy of the application.

#### **2.5.2.4.1 ADD NEW OFFICIALS TO A DRAFT RECERTIFICATION APPLICATION (FORM I-17)**

This section addresses adding new officials to a draft recertification application. If you need to add officials to a submitted recertification application that has not yet been adjudicated, see Section 2.5.3.1, Add New Officials to a Submitted Recertification Application (Form I-17).

Each school and campus must have one PDSO. A maximum of nine DSOs for each school or campus of a school may also be added.

**Note:** A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school’s application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official’s roles using Page 5 of the electronic application (Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application [Form I-17]), rather than adding this individual as an existing official on Page 4.

To add new school officials, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Add New Official** link below the list of officials already registered to use SEVIS. The *Add Official* screen displays. An example of this screen is depicted in Exhibit 30, Add Official Screen.

### Exhibit 30: Add Official Screen

**Add Official**

Required fields are marked with an asterisk (\*).

<b>* Last Name:</b>	<input type="text"/>
<b>* First Name:</b>	<input type="text"/>
<b>Middle Name:</b>	<input type="text"/>
<b>Suffix:</b>	<input type="text"/>
<b>* The Official is:</b>	<input type="text"/>
<b>If LPR, enter A-Number:</b>	<input type="text"/>
<b>* Title:</b>	<input type="text"/>
<b>Contact Information:</b>	
<b>* Address 1:</b>	<input type="text"/>
<b>Address 2:</b>	<input type="text"/>
<b>* City:</b>	<input type="text"/>
<b>* State:</b>	<input type="text"/>
<b>* Zip Code:</b>	<input type="text"/> <input type="text"/>
<b>* Telephone Number:</b>	<input type="text"/> - <input type="text"/> - <input type="text"/> ext. <input type="text"/>
<b>* Email Address:</b>	<input type="text"/>

2. Below is a list of the fields on the *Add Official* screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To add an official, enter the following data:

Field	Description/Explanation
<b>* Last Name</b>	Enter the surname or family name of the school official.
<b>* First Name</b>	Enter the first name of the school official.
<b>Middle Name</b>	Enter the middle name of the school official.
<b>Suffix</b>	If applicable, select a title, such as Junior, that may display at the end of a person's name.
<b>* The Official is</b>	Select the appropriate option, <b>U.S. Citizen</b> or <b>LPR</b> . <b>Note:</b> All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.
<b>If LPR, enter A-Number</b>	Enter the alien number (in the following format: A123456789) if the school official is an LPR of the United States.
<b>* Title</b>	Enter the title of the school official.
<b>* Address 1</b>	Enter the first line of the address for this school official.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number.
<b>* City</b>	Enter the appropriate city.

Field	Description/Explanation
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter a valid five-digit postal code; the last four digits are optional.
* <b>Telephone Number</b>	Enter a valid telephone number for this school official.
* <b>Email Address</b>	Enter a valid electronic mail address. The school official's SEVIS user ID and password instructions are mailed to this address; therefore the address entered must be secure. Notification of adjudication results for the recertification application will also be sent to this email address.  <b>Note:</b> Email addresses are <b>not</b> secure if they can be accessed by more than one person (for example, info@ABCcollege.edu).

3. Click one of the following buttons:

<b>Add Official</b>	Click this button to save the data that you have entered for this school official. Page 4 of the application displays and the information for the official that was added is included on the list of officials.
<b>Cancel</b>	Click this button to return to Page 4 of the application without saving the data for this official.

4. If you need to add additional new officials, repeat Steps 2 through 5.
5. See Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application (Form I-17), in order to complete the process and assign the appropriate role (PDSO or DSO) to the new user at the school's campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the **No Role** radio button.

#### **2.5.2.4.2 ADD EXISTING OFFICIALS TO A DRAFT RECERTIFICATION APPLICATION (FORM I-17)**

This section addresses adding existing officials to a draft recertification application. If you need to add officials to a submitted recertification application that has not yet been adjudicated, see Section 2.5.3.2, Add Existing Officials to a Submitted Recertification Application (Form I-17).

An existing official is an active SEVIS user, someone who already has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools and/or programs. Adding an existing official is the process of authorizing a current SEVIS user who is not already listed on the school's application to perform as a PDSO or DSO for a school or campus.

**Note:** A school official who performs duties for more than one campus listed on the same application is added only **once**. To allow an official already listed on a school’s application to perform SEVIS duties for an additional campus listed on the same application, you should add to the official’s roles on Page 5 of the electronic application (Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application [Form I-17]), rather than adding this individual as an existing official on Page 4.

To add an existing official, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Add Existing Official** link below the list of officials already registered to use SEVIS. The *Add Existing Official* screen displays. Exhibit 31, Add Existing Official Screen, is an example of the screen.

### Exhibit 31: Add Existing Official Screen

**Add Existing Official**

Required fields are marked with an asterisk (\*).

The official is a current user. Enter the official's user name.

\* User Name:

2. In the **User Name** field, enter the SEVIS user ID—the ID that the official uses to access SEVIS.
3. Click the **Search Official** button. If the official has a record in SEVIS, the *Add Existing Official - <Official's Name>* screen displays the name, title, telephone number, and email address for this official.
4. Click one of the following buttons:

<b>Add Official</b>	Click this button to add this official to your school’s application. Page 4 of the application displays and the information for the official is included on the list of officials.
<b>Cancel</b>	Click this button to return to Page 4 of the application without adding this official to your school application.

5. If you need to add additional existing officials, repeat Steps 2 through 6.
6. See Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application (Form I-17), in order to complete the process and assign the appropriate role (PDSO or DSO) to the new user at the school’s campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the **No Role** radio button.

### 2.5.2.4.3 UPDATE AN OFFICIAL’S INFORMATION FOR A DRAFT RECERTIFICATION APPLICATION (FORM I-17)

This section addresses updating an official’s information for a draft recertification application. If you need to update officials on a recertification application that has been submitted and not yet adjudicated, see Section 2.5.3.3, Update an Official’s Information for a Submitted Recertification Application (Form I-17).

Only a PDSO may update the SEVIS record for an existing official. To change or update the record of an existing school official, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Update** link to the right of the name of the person whose record you wish to update. The system displays the *Update Official* screen. Exhibit 32, Update Official Screen, is an example of the screen.

**Exhibit 32: Update Official Screen**

**Update Official**  
Required fields are marked with an asterisk (\*).

*Last Name:	<input type="text" value="Makaiwi"/>
*First Name:	<input type="text" value="Makana"/>
Middle Name:	<input type="text"/>
Suffix:	<input type="text"/>
*The Official is:	<input type="text" value="U.S. Citizen"/>
If LPR, enter A-Number:	<input type="text"/>
* Title:	<input type="text" value="President"/>
<b>Contact Information:</b>	
* Address 1:	<input type="text" value="29887 Hilo Drive"/>
Address 2:	<input type="text"/>
* City:	<input type="text" value="Washington"/>
* State:	<input type="text" value="DISTRICT OF COLUMBIA"/>
* Zip Code:	<input type="text" value="20001"/>
* Telephone Number:	<input style="width: 50px;" type="text" value="(555) 555-5555 ext. "/>
* Email Address:	<input type="text" value="makana.makaiwi@mu.edu"/>

2. Make the necessary changes to the user’s record. See Section 2.5.2.4.1, Add New Officials to a Draft Recertification Application (Form I-17), for detailed instructions for each field.
3. Click one of the following buttons:

<b>Update</b>	Click this button to update this school official’s information. Page 4 of the application displays.
<b>Cancel</b>	Click this button to return to Page 4 of the application without updating this official’s information.

**2.5.2.4.4 DELETE AN OFFICIAL FROM A DRAFT RECERTIFICATION APPLICATION (FORM I-17)**

This section addresses deleting an official from a draft recertification application. If you need to delete officials from a recertification application that has been submitted and not yet adjudicated, see Section 2.5.3.4, Delete an Official From a Submitted Recertification Application (Form I-17).

Deleting an official completely removes the individual from the application (Form I-17). The official will no longer be able to perform SEVIS tasks for your school.

**Note:** To remove the official as a PDSO or DSO for a specific campus, use the *Assigning Campus Officials* screen, rather than deleting the official. See Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application (Form I-17).

To delete a school official from your school’s application, perform the following steps:

1. From the *School Official Information (Page 4 of 5)* screen, click the **Delete** link to the right of the name of the person who you would like to delete from this school. The *Delete Official* screen displays. Exhibit 33, Delete Official Screen, is an example of the screen.

**Exhibit 33: Delete Official Screen**

**Delete Official**

Last Name: Makaiwi  
 First Name: Makana  
 Middle Name:  
 Suffix:  
 The Official is: U.S. Citizen

**Contact Information:**  
 Address: 29887 Hilo Drive  
 City: Washington  
 State: DC  
 Zip Code: 20001  
 Telephone Number: 555-555-5555  
 Email Address: makana.makaiwi@mu.edu

2. Click one of the following buttons:

<b>Delete Official</b>	Click this button to delete this official’s record from your school’s application. Page 4 of the application displays and this official no longer displays on the list.
<b>Cancel</b>	Click this button to return to Page 4 of the application without deleting this official’s record from your school’s application.

**2.5.2.5 Update Page 5 of a Recertification Application (Form I-17)**

The current list of campuses for this school is shown on Page 5 of the school’s recertification application. Exhibit 34, Campus Information (Page 5 of 5), is an example of this screen.

### Exhibit 34: Campus Information (Page 5 of 5)

Campus Information [Page 5 of 5]

Campus Name	Mailing Address	Location	Command
Makena University	3540 Hilo Drive Washington, DC 20001	Washington, DC	Officials

[Add New Campus](#)

**Please Note:** Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17.

Using Page 5 of the application, the PDSO may add, update, or delete campuses and assign or reassign school officials to their SEVIS roles. The subsequent sections provide instructions for adding, updating, or deleting campuses and assigning SEVIS roles.

#### 2.5.2.5.1 ADD A NEW CAMPUS TO A DRAFT RECERTIFICATION APPLICATION (FORM I-17)

SEVIS enables the PDSO to add to the application (Form I-17) campuses that are located in the same DHS jurisdiction as the main campus. If your school has campuses that are located in other DHS jurisdictions (for example, different states), separate applications must be completed for the schools and campuses within each district. Multi-campus schools that have campuses located in a single DHS district may either file a single application for all campuses or file separate applications.

**Note:** When adding another campus, review and update all pages of the application to reflect any new information specific to the campus being added.

To add a campus to the school's application, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Add New Campus** link below the list of registered campuses on Page 5 of the electronic application. Exhibit 35, Add Campus Screen, is an example of the screen that displays.

### Exhibit 35: Add Campus Screen

**Add Campus**

Required fields are marked with an asterisk (\*)

\* Campus Name:

**Mailing Address:**

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

Fax Number: ( ) - - ext.

Telephone Number: ( ) - - ext.

**Location (if different from the mailing address):**

Address 1:

Address 2:

City:

State:

Zip Code:

2. Enter the information regarding the new campus. Below is a list of the sections/fields on this screen and a brief description or explanation for each section/field. An asterisk precedes the fields that must be completed.

Section/Field	Description/Explanation
* <b>Campus Name</b>	Enter the name of the new campus. This also prints on Forms I-20 issued from this campus.
<b>Mailing Address</b>	Enter the address to which mail for this campus should be sent. This address may contain a post office box number.
* <b>Address 1</b>	Enter the first line of the address for this campus.
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number.
* <b>City</b>	Enter the appropriate city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter a valid five-digit postal code; use of a nine-digit zip code is optional.
<b>Fax Number</b>	Enter a valid fax number for this campus.
<b>Telephone Number</b>	Enter a valid telephone number for this campus.
<b>Location</b>	The physical location of the new campus, if different from its mailing address. This address may not contain a post office box number.
<b>Address 1</b>	Enter the first line of the address for this campus.

<b>Section/Field</b>	<b>Description/Explanation</b>
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name.
<b>City</b>	Enter the appropriate city.
<b>State</b>	Select the appropriate state.
<b>Zip Code</b>	Enter a valid five-digit postal code; use of a nine-digit zip code is optional.

3. Click one of the following buttons:

<b>Add Campus</b>	Click this button to add this campus to your school’s application. Page 5 of the application displays and the name of the campus that was added displays on the list. <b>Note:</b> A DHS user will contact the PDSO for any necessary supporting documentation.
<b>Cancel</b>	Click this button to return to Page 5 of the application without adding this campus to your school application.

4. If you need to add additional campuses, repeat Steps 3 through 5.
5. See Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application, in order to complete the process and assign school officials roles (PDSO or DSO) at the new campus(es).

### **2.5.2.5.2 UPDATE A CAMPUS ON A DRAFT RECERTIFICATION APPLICATION (FORM I-17)**

To update the information for a campus, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Update** link to the right of a campus name. The *Update Campus – <Name of Campus>* screen displays.
2. Make the necessary additions and/or changes to the data. Section 2.5.2.5.1, Add a New Campus to a Draft Recertification Application (Form I-17), provides detailed instruction for each field.
3. Click one of the following buttons:

<b>Update Campus</b>	Click this button to update the information for this campus. Page 5 of the application displays.
<b>Cancel</b>	Click this button to return to Page 5 of the application without updating the information for this campus.

### **2.5.2.5.3 DELETE A CAMPUS FROM A DRAFT RECERTIFICATION APPLICATION (FORM I-17)**

You may delete a campus while applying for recertification if that campus has no students in Active status and no students with pending reinstatement requests. Perform the following steps to delete a campus when applying for recertification:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Delete** link to the right of a campus name. The *Delete Campus - <Name of Campus>* screen displays.

**Note:** You will not be able to delete a campus at which SEVIS student records are still active or pending reinstatement.

2. Click one of the following buttons:

<b>Delete Campus</b>	<p>Click this button to delete this campus. A confirmation screen displays to verify that you wish to proceed with the campus deletion request. Click the <b>Yes</b> button and Page 5 of the application displays. Otherwise, click the <b>Cancel</b> button to return to Page 5 of the application without submitting the campus deletion request.</p> <p><b>Note:</b> When your recertification application is approved, you will no longer be able to view, access, or print any of the student records associated with this campus. Prior to submitting your application for recertification, transfer out any student records you may need in the future (for example, students in Active status who wish to continue their education at your main campus or a student in Terminated or Completed status who wishes to apply for reinstatement to attend another school).</p>
<b>Cancel</b>	<p>Click this button to return to Page 5 of the application without deleting this campus.</p>

### **2.5.2.5.4 ASSIGN CAMPUS OFFICIALS TO A DRAFT RECERTIFICATION APPLICATION (FORM I-17)**

This section addresses assigning roles to officials on a draft recertification application. If you need to delete officials from a recertification application that has been submitted and not yet adjudicated, see Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application (Form I-17).

Page 5 has a link that enables you to assign each school official a role at each individual campus. Those roles are PDSO and DSO.

**Note:** Each official must be assigned to at least one campus on the application (Form I-17).

In SEVIS, the PDSO is usually the contact person for the original submission of the application. The PDSO will also be the responsible party for any updates to the PDSO and DSO information, and for registering the school to use the SEVIS batch interface. The PDSOs and DSOs are responsible for creating, submitting, and updating SEVIS student records, and issuing Forms I-20.

**Note:** All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.

Exhibit 36, SEVIS Roles and Responsibilities, lists the various tasks that school officials may perform using SEVIS. An “X” in the column indicates that the school official whose title displays at the top of the column may perform the task listed.

**Exhibit 36: SEVIS Roles and Responsibilities**

<b>SEVIS Task</b>	<b>PDSO</b>	<b>DSO</b>
Add and delete campuses (Form I-17)	<b>X</b>	
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)	<b>X</b>	
Update, save, and submit changes to the information for schools (Form I-17)	<b>X</b>	<b>X</b>
Initiate, save, complete, and submit recertification application (Form I-17)	<b>X</b>	
Print the Form I-17	<b>X</b>	<b>X</b>
Create and save records for students and dependents (Form I-20)	<b>X</b>	<b>X</b>
Update records for students and dependents (Form I-20)	<b>X</b>	<b>X</b>
Submit records for students and dependents (Form I-20)	<b>X</b>	<b>X</b>
Print student and dependent draft I-20 Forms	<b>X</b>	<b>X</b>
Print student and dependent I-20 Forms	<b>X</b>	<b>X</b>
View all student and dependent records for their schools	<b>X</b>	<b>X</b>
Receive SEVIS alerts	<b>X</b>	<b>X</b>
View and print reports	<b>X</b>	<b>X</b>
Register schools to use the SEVIS batch interface	<b>X</b>	

To authorize your school officials to perform as a PDSO or DSO when using SEVIS, perform the following steps for each campus listed on the application:

1. From the *Campus Information (Page 5 of 5)* screen, click the **Officials** link to the right of the campus name. The *Assigning Campus Officials* screen displays. An example is shown in Exhibit 37, Assigning Campus Officials Screen.

**Note:** This screen lists all officials associated with the school. You must choose the role that each official will play at each campus.

### Exhibit 37: Assigning Campus Officials Screen

**Assigning Campus Officials**

Campus Name: Makena University  
 Mailing Address: 3540 Hilo Drive  
 Washington, DC 20001

Officials Currently Assigned				
Official Name	Title	PDSO	DSO	No Role
Ben Grady	Dean of Admissions	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Makana Makaiwi	President	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Click a radio button (**PDSO** or **DSO**) to the right of the official's name. Select the **No Role** radio button for officials who will not perform SEVIS tasks for this specific campus.

**Note:** Each campus must have one PDSO, and this person may be a PDSO at multiple campuses. Schools can identify a maximum of nine DSOs per campus, and these officials may perform different roles for different campuses. **Every official** must be assigned at least one role at one campus listed on the application. If an official is not assigned a role, you cannot submit these changes to the Form.

- Click one of the following buttons:

<b>Accept Changes</b>	Click this button to accept the new or changed roles assignments. Page 5 of the application displays.
<b>Reset Values</b>	Click this button to return all fields to their previously saved values.
<b>Cancel</b>	Click this button to return to Page 5 of the application without assigning or changing any roles.

See Section 2.5.3, Submit a Recertification Application (Form I-17), for instructions on completing this process.

#### 2.5.3 Submit a Recertification Application (Form I-17)

You must submit your recertification application and pay your recertification fee in order for DHS to adjudicate your application. Perform the following steps to submit your recertification application:

- From the *Campus Information (Page 5 of 5)* screen, click one of the following buttons:

<b>Prev (Previous)</b>	Click this button to return to the previous page of the application.
<b>Submit</b>	Click this button to forward the recertification application to DHS for adjudication. Continue to Step 4.  <b>IMPORTANT:</b> Once the recertification application is submitted, the PDSOs will only be able to add, update, or delete officials, and assign officials until DHS adjudicates the recertification application.
<b>Print I-17 Form</b>	Click this button to print a copy of the application.

2. If you click the **Submit** button, the *Submit Recertification Confirmation* screen displays, as depicted in Exhibit 38, Submit Recertification Confirmation Screen.

### **Exhibit 38: Submit Recertification Confirmation Screen**

**Submit Recertification Confirmation**

After submitting this recertification application, PDSOs may continue to add officials, update officials, delete officials, and assign roles to officials. No other adjudicated or non-adjudicated updates will be allowed until the recertification application has been adjudicated.

Are you sure you want to submit the recertification application?

- If you do not wish to submit your recertification application at this time, click the **No** button. Page 5 displays. Save a draft copy of your application. You may return at any time before your certification expiration date and submit your recertification application.
  - If you do wish to submit your recertification application, click the **Yes** button and proceed to Step 3.
3. If you click the **Yes** button, the *Recertification Application (Form I-17) Has Been Submitted* screen displays with a link to the Pay.Gov web site. Exhibit 39, Recertification Application (Form I-17) Has Been Submitted Screen, provides an example of this screen. It is not required that you pay the fee at this time; however, if you choose to, see Section 2.6, Electronic Submission of Payment, for further instruction.

### **Exhibit 39: Recertification Application (Form I-17) Has Been Submitted Screen**

**Recertification Application (Form I-17) Has Been Submitted**

You will receive an email confirming the submission of this recertification application. The email will contain additional information on the application review process.

Submission of an electronic Form I-17 for SEVIS recertification and enrollment requires a fee payment, as specified in the Department of Homeland Security interim rule, "Requiring Certification of all Service Approved Schools for Enrollment in the Student and Exchange Visitor Information System (SEVIS)."

You must pay the fee at Pay.gov, our electronic payment web site. To pay the fee, access <https://www.pay.gov/>. In the "Search Public Forms" box on the main page, type in SEVIS, and click "Go." Click the "I-17 SEVIS School Certification" link from the list of forms displayed. This will bring you to the "DHS SEVIS School Certification Payment" page where you can pay the fee.

Adjudication of the recertification application in SEVIS will not proceed until the SEVP Certification Branch receives payment verification from Pay.gov. Then, an SEVP Official will review the application and determine the school's eligibility for continued enrollment in SEVIS. You will be notified of the eligibility decision via email. If further review is required to determine the eligibility, DHS will contact you with additional instructions.

Pay.Gov Tracking ID:

**Note:** Your recertification application will not be considered Filed by DHS until both your application and fee have been received.

- If you choose to make payment at this time, see Section 2.6.3, Enter Pay.Gov Tracking ID at Time of Submission of Recertification Application, for instruction on submitting the payment tracking ID.
- If you choose not to pay the fee at this time, click the **Return to School View** button. The *Listing of Schools* screen displays. You may return at a later date to record the payment tracking ID by clicking the **Enter Pay.Gov Tracking ID** link on the *School Information* screen. See Section 2.6.4, Enter Pay.Gov Tracking ID After Submission of Recertification Application, for further details.

### **2.5.3.1 Add New Officials to a Submitted Recertification Application (Form I-17)**

This section addresses adding new officials to a submitted recertification application that has not yet been adjudicated. If you need to add officials to a draft recertification application, see Section 2.5.2.4.1, Add New Officials to a Draft Recertification Application (Form I-17).

All PDSOs may add officials. Each school and campus must have one PDSO. PDSOs may also add a maximum of nine DSOs for each school or campus of a school.

All school officials must be assigned to perform a role for at least one campus. Additionally, a single official can be assigned a role, or different roles, at multiple campuses on the application. PDSOs must assign SEVIS roles using the **Assign Roles** link on the *School Official Information* screen (Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application [Form I-17]).

Exhibit 40, School Information Screen With Change Officials Link, provides an example of a *School Information* screen for a school that has submitted its recertification application but it has not yet been adjudicated. The **Change Officials** link allows the PDSO to add, delete, or update officials and assign roles to officials while the school is waiting for adjudication of its recertification application.

### Exhibit 40: School Information Screen With Change Officials Link

Print I-17 Form

#### Makena University

**Actions:**

[View Submitted Recertification Application](#)

[Enter Pay Gov Tracking ID](#)

[Change Officials](#)

[Register for Batch Processing](#)

Certification Expiration Date:	11/13/2005
School Status:	APPROVED
Current School Code:	WAS214F87658000
Previous School Code:	N/A
Seeking Approval for:	Academic and Language students
Mailing Address:	3540 Hilo Drive Washington, DC 20001
Telephone Number:	
Fax Number:	
Location Address:	3540 Hilo Drive Washington, DC 20001
Type of Institution:	Public
This School is Engaged in:	HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
School's Sessions are Primarily Based on:	Semesters
School Established on:	06/27/1952
School Operates Under the Following Authorization:	Federal Education Board
School is Approved Under the Following Association or Agency:	State Education Board
Areas of Study:	LIBERAL ARTS
Degrees Available:	AA DEGREE BA DEGREE MASTER OF ARTS
Higher Education Conferring Degrees:	Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.
Credit Transfer:	Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.
Sessions are Held:	Day
Requirements for Admission:	High school diploma, GED, placement test
Courses of Study and Time Necessary to Complete:	120 credits
Requirements for Graduation:	Successful completion of coursework
Causes for Expulsion:	Felony conviction
Average Annual Numbers:	Classes - 1,000 Students - 30,000 Teachers and Instructors - 1,050 Non-Teaching Employees - 200
Average Annual Cost of Room, Board, and Tuition Per Student:	\$6,250.00

**Campus Information**

**Makena University**

School Code: WAS214F87658000

Mailing Address: 3540 Hilo Drive Washington, DC 20001

Location Address: 3540 Hilo Drive Washington, DC 20001

Officials:	Official Name	Title	Telephone Number	Email Address	Role
	Ben Grady	Dean of Admissions	555-555-5555	ben.grady@mu.edu	DSO
	Makana Makaiwi	President	555-555-5555	makana.makaiwi@mu.edu	PDSO

Perform the following steps to add a new school official who is not a current user of SEVIS:

1. From the *School Information* screen, click the **Change Officials** link in the **Actions** menu. The *School Official Information* screen displays. Exhibit 41, School Official Information Screen for a Submitted Recertification Application, provides an example of this screen.

## Exhibit 41: School Official Information Screen for a Submitted Recertification Application

Official Name	Title	Telephone	Email Address	Command
Ben Grady	Dean of Admissions	555-555-5555	ben.grady@mu.edu	<a href="#">Update</a> <a href="#">Delete</a>
Makana Makaiwi	President	555-555-5555	makana.makaiwi@mu.edu	<a href="#">Update</a> <a href="#">Delete</a>

[Add New Official](#)   [Add Existing Official](#)   [Assign Roles](#)

**Note:** A school official who will be acting at more than one campus listed on the same application is added only once. To allow an official already listed on an application to act at an additional campus listed on the same application, you should add to the official's roles using the **Assign Roles** link on the *School Official Information* screen (Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application [Form I-17]), rather than adding this individual as a new/existing official.

2. To add a new school official, click the **Add New Official** link below the list of officials already registered to use SEVIS. The *Add/Update Official* screen displays. An example of this screen is shown in Exhibit 42, Add/Update Official Screen.

### Exhibit 42: Add/Update Official Screen

3. Below is a list of the fields on the *Add/Update Official* screen and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To add an official, enter the following data:

Field	Description/Explanation
* <b>Last Name</b>	Enter the surname or family name of the school official.
* <b>First Name</b>	Enter the first name of the school official.
<b>Middle Name</b>	Enter the middle name of the school official.
<b>Suffix</b>	If applicable, select a title, such as Junior, that may display at the end of a person's name.
* <b>The Official is</b>	Select the appropriate option, <b>U.S. citizen</b> or <b>LPR</b> . <b>Note:</b> All PDSOs and DSOs must be either U.S. citizens or LPRs of the United States.
<b>If LPR, enter A-Number</b>	Enter the alien number (in the following format: A123456789) if the school official is an LPR of the United States.
* <b>Title</b>	Enter the title of the school official.
* <b>Address 1</b>	Enter the first line of the address for this school official.

Field	Description/Explanation
<b>Address 2</b>	Enter the second line, if needed, of an address, typically a building name or post office box number.
* <b>City</b>	Enter the appropriate city.
* <b>State</b>	Select the appropriate state.
* <b>Zip Code</b>	Enter a valid five-digit postal code; the last four digits are optional.
* <b>Telephone Number</b>	Enter a valid telephone number for this school official.
* <b>Email Address</b>	Enter a valid electronic mail address. The school official's SEVIS user ID and password instructions are mailed to this address; therefore the address entered must be secure. Notification of adjudication results for updates to the application will also be sent to this email address.  <b>Note:</b> Email addresses are <b>not</b> secure if they can be accessed by more than one person (for example, info@ABCcollege.edu).

4. Click one of the following buttons from the *Add/Update Official* screen:

<b>Update</b>	Click this button to save the data that you have entered for this school official. The <i>School Official Information</i> screen displays. Note that the official has been added to the list.  See Section 2.5.2.5.4, Assign Campus Officials to a Submitted Recertification Application (Form I-17), in order to assign the appropriate role (PDSO or DSO) to the new user at the school's campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the <b>No Role</b> radio button.
<b>Cancel</b>	Click this button to return to <i>School Official Information</i> screen without saving the data for this official.

5. Click one of the following buttons from the *School Official Information* screen:

<b>Save All Changes and Exit</b>	Click this button to save the data that you have entered regarding the school officials and/or their roles.  <b>Note:</b> Your changes will not be considered submitted until you click the <b>Save All Changes and Exit</b> button. If you exit the <i>School Official Information</i> screen in another manner, your changes will be lost.  A success screen displays informing you that you need to print, sign, and
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	send a copy of the updated application to the SEVP Program Office. Click the <b>Print Recertification I-17</b> button.
<b>Discard All Changes and Exit</b>	Click this button to cancel all changes that you have made to the school officials and/or their roles. The <i>School Information</i> screen displays and no changes have been saved to the SEVIS database.

### 2.5.3.2 Add Existing Officials to a Submitted Recertification Application (Form I-17)

This section addresses adding an existing official to a recertification application that has been submitted and not yet adjudicated. If you need to add officials to a draft recertification application, see Section 2.5.2.4.2, Add Existing Officials to a Draft Recertification Application (Form I-17).

An existing official is an active SEVIS user, someone who has a permanent SEVIS user ID. SEVIS allows the addition of existing officials who may perform tasks for multiple schools and/or programs. Adding an existing official is the process of authorizing a current SEVIS user to perform as a PDSO or DSO for your school or campus. Perform the following steps to add an existing official:

1. From the *School Information* screen, click the **Change Officials** link in the **Actions** menu. The *School Official Information* screen displays.

**Note:** A school official who will be acting at more than one campus listed on the same application is added only once. To allow an official already listed on an application to act at an additional campus listed on the same application, you should add to the official's roles using the **Assign Officials** link on the *School Official Information* screen (Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application [Form I-17]), rather than adding this individual as a new/existing official.

2. To add an existing school official, click the **Add Existing Official** link below the list of officials already registered to use SEVIS. The *Add Existing Official* screen displays. An example of this screen is depicted in Exhibit 43, Add Existing Official Screen.

#### Exhibit 43: Add Existing Official Screen

3. Enter the official's SEVIS user ID in the **User Name** field.
4. Click the **Search Official** button. If the user ID is found in SEVIS, the *Add Existing Official - <Official's Name>* screen displays the name, title, telephone number, and email address for this official.
5. Click one of the following buttons from the *Add Existing Official - <Official's Name>* screen:

<b>Add Official</b>	Click this button to save the data that you have entered for this school official. The <i>School Official Information</i> screen displays. Note that the official has been added to the list.  See Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application (Form I-17), in order to complete the process and assign the appropriate role (PDSO or DSO) to the new user at the school's campus(es). The new user must be assigned a role at least at one campus. If the new user will not be performing a role at a particular campus, click the <b>No Role</b> radio button.
<b>Cancel</b>	Click this button to return to <i>School Official Information</i> screen without saving the data for this official.

6. Click one of the following buttons from the *School Official Information* screen:

<b>Save All Changes and Exit</b>	Click this button to save the data that you have entered regarding the school officials and/or their roles.  <b>Note:</b> Your changes will not be considered submitted until you click the <b>Save All Changes and Exit</b> button. If you exit the <i>School Official Information</i> screen in another manner, your changes will be lost.  A success screen displays informing you that you need to print, sign, and send a copy of the updated application to the SEVP Program Office. Click the <b>Print Recertification I-17</b> button.
<b>Discard All Changes and Exit</b>	Click this button to cancel all changes that you have made to the school officials and/or their roles. The <i>School Information</i> screen displays and no changes have been saved to the SEVIS database.

### **2.5.3.3 Update an Official's Information for a Submitted Recertification Application (Form I-17)**

This section addresses updating an official's information for a recertification application that has been submitted and not yet adjudicated. If you need to add officials to a draft recertification application, see Section 2.5.2.4.3, Update an Official's Information for a Draft Recertification Application (Form I-17).

Only a PDSO may update the information for an existing official. To change or update the information of an existing school official, perform the following steps:

1. From the *School Information* screen, click the **Change Officials** link in the **Actions** menu. The *School Official Information* screen displays.
2. Click the **Update** link to the right of the name of the person whose information you wish to update. The system displays the *Add/Update Official* screen. Exhibit 44, Add/Update Official Screen, is an example of the screen.

### Exhibit 44: Add/Update Official Screen

3. Make the necessary changes to the user’s information. See Section 2.5.3.1, Add New Officials to a Submitted Recertification Application (Form I-17), for detailed instructions for each field.
4. Click one of the following buttons from the *Add/Update Official* screen:

<b>Update</b>	Click this button to update this school official’s information. The <i>School Official Information</i> screen displays.
<b>Cancel</b>	Click this button to return to <i>School Official Information</i> screen without updating this school official’s information.

5. Click one of the following buttons from the *School Official Information* screen:

<b>Save All Changes and Exit</b>	<p>Click this button to save the data that you have entered regarding the school officials and/or their roles.</p> <p><b>Note:</b> Your changes will not be considered submitted until you click the <b>Save All Changes and Exit</b> button. If you exit the <i>School Official Information</i> screen in another manner, your changes will be lost.</p> <p>A success screen displays informing you that you need to print, sign, and send a copy of the updated application to the SEVP Program Office. Click the <b>Print Recertification I-17</b> button.</p>
<b>Discard All Changes and Exit</b>	<p>Click this button to cancel all changes that you have made to the school officials and/or their roles. The <i>School Information</i> screen displays and no changes have been saved to the SEVIS database.</p>

#### **2.5.3.4 Delete an Official From a Submitted Recertification Application (Form I-17)**

This section addresses deleting an official from a recertification application that has been submitted and not yet adjudicated. If you need to delete officials from a draft recertification application, see Section 2.5.2.4.4, Delete an Official From a Draft Recertification Application (Form I-17).

Deleting an official completely removes the individual from the application (Form I-17). The official will no longer be able to perform SEVIS tasks for your school.

**Note:** To remove the official as a PDSO or DSO for a specific campus, use the *Assigning Campus Officials* screen, rather than deleting the official. See Section 2.5.3.5, Assign Campus Officials to a Submitted Recertification Application (Form I-17).

To delete a school official’s record from your school’s application, perform the following steps:

1. From the *School Information* screen, click the **Change Officials** link in the **Actions** menu. The *School Official Information* screen displays.
2. Click the **Delete** link to the right of the name of the person who you would like to delete from this school. The *Delete Official* screen displays. Exhibit 45, Delete Official Screen, is an example of the screen.

### Exhibit 45: Delete Official Screen

3. Click one of the following buttons from the *Delete Official* screen:

<b>Delete Official</b>	Click this button to delete this official’s record from your school’s application. The <i>School Official Information</i> screen displays and this official no longer displays on the list.
<b>Cancel</b>	Click this button to return to <i>School Official Information</i> screen without deleting this official’s record from your school’s application.

4. Click one of the following buttons from the *School Official Information* screen:

<b>Save All Changes and Exit</b>	<p>Click this button to save the data that you have entered regarding the school officials and/or their roles.</p> <p><b>Note:</b> Your changes will not be considered submitted until you click the <b>Save All Changes and Exit</b> button. If you exit the <i>School Official Information</i> screen in another manner, your changes will be lost.</p> <p>A success screen displays informing you that you need to print, sign, and send a copy of the updated application to the SEVP Program Office. Click the <b>Print Recertification I-17</b> button.</p>
<b>Discard All Changes and Exit</b>	Click this button to cancel all changes that you have made to the school officials and/or their roles. The <i>School Information</i> screen displays and no changes have been saved to the SEVIS database.

#### 2.5.3.5 Assign Campus Officials to a Submitted Recertification Application (Form I-17)

This section addresses assigning roles to officials on a recertification application that has been submitted and not yet adjudicated. If you need to assign roles for a draft recertification

application, see Section 2.5.2.5.4, Assign Campus Officials to a Draft Recertification Application (Form I-17).

Exhibit 46, SEVIS Roles and Responsibilities, lists the various tasks that school officials may perform using SEVIS. An “X” in the column indicates that the school official whose title displays at the top of the column may perform the task listed.

**Exhibit 46: SEVIS Roles and Responsibilities**

SEVIS Task	PDSO	DSO
Add and delete campuses (Form I-17)	X	
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17)	X	
Update, save, and submit changes to the information for schools (Form I-17)	X	X
Initiate, save, complete, and submit recertification application (Form I-17)	X	
Print the Form I-17	X	X
Create and save records for students and dependents (Form I-20)	X	X
Update records for students and dependents (Form I-20)	X	X
Submit records for students and dependents (Form I-20)	X	X
Print student and dependent draft I-20 Forms	X	X
Print student and dependent I-20 Forms	X	X
View all student and dependent records for their schools	X	X
Receive SEVIS alerts	X	X
View and print reports	X	X
Register schools to use the SEVIS batch interface	X	

If you have added new officials to your recertification application and need to assign them roles, or need to change an existing official’s role, perform the following steps as applicable:

1. From the *School Information* screen, click the **Change Officials** link in the **Actions** menu. The *School Official Information* screen displays.
2. Click the **Assign Roles** link under the list of officials. The *Campus Information* screen displays.
3. Click the **Assign Roles** link to the far right of the appropriate campus. The *Officials for <Campus Name>* screen displays.
4. Click a radio button (**PDSO** or **DSO**) to the right of the official’s name. Click the **No Role** radio button for officials who will not perform SEVIS tasks for this specific campus.
5. Click one of the following buttons from the *Officials for <Campus Name>* screen:

<b>Submit</b>	Click this button to accept the official roles assignments. The <i>Campus Information</i> screen displays. Click the <b>Return to Officials List</b> button.
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	The <i>School Official Information</i> screen displays.
<b>Cancel</b>	Click this button to return to <i>Campus Information</i> screen without adding/changing any role assignments.

6. Click one of the following buttons from the *School Official Information* screen:

<b>Save All Changes and Exit</b>	<p>Click this button to save the data that you have entered regarding the school officials and/or their roles.</p> <p><b>Note:</b> Your changes will not be considered submitted until you click the <b>Save All Changes and Exit</b> button. If you exit the <i>School Official Information</i> screen in another manner, your changes will be lost.</p> <p>A success screen displays informing you that you need to print, sign, and send a copy of the updated application to the SEVP Program Office. Click the <b>Print Recertification I-17</b> button.</p>
<b>Discard All Changes and Exit</b>	Click this button to cancel all changes that you have made to the school officials and/or their roles. The <i>School Information</i> screen displays and no changes have been saved to the SEVIS database.

## 2.6 Electronic Submission of Payment

If you are updating your application (Form I-17) and adding a new campus, changing the public/private school type indicator, or changing a private school owner’s name, or if you are submitting your recertification application, you will need to also submit payment through the Pay.Gov web site. You may use a plastic card or Automated Clearing House (ACH) to electronically submit payment to DHS using the Pay.Gov web site.

Notification of payment due depends on the type of application:

- If you are submitting an updated application that requires a payment in order to adjudicate, you will receive an email notification providing the amount due, any relevant information, and a link to the Pay.Gov web site.
- If you are submitting a recertification application, you may receive notification several ways:
  - After you click the **Submit** button, the *Recertification Application (Form I-17) Has Been Submitted* screen displays with payment information and a link to the Pay.Gov web site. You are not required to submit payment at this time. However, DHS will not begin the adjudication process until they have received notification from Pay.Gov that payment has been received.
  - When your application is received by the system, an email notification is sent to all PDSOs and DSOs informing them that their application has been submitted. This email notification provides payment information and a link to the Pay.Gov web site.

- DHS may send a follow-up payment request email, which provides payment information and a link to the Pay.Gov web site.

To use the Pay.Gov web site, perform the following steps:

1. On the *Recertification Application (Form I-17) Has Been Submitted* screen or the email notification, click the <https://www.pay.gov/> link. The DHS Pay.Gov home page displays, as shown in Exhibit 47, Pay.Gov Home Page.

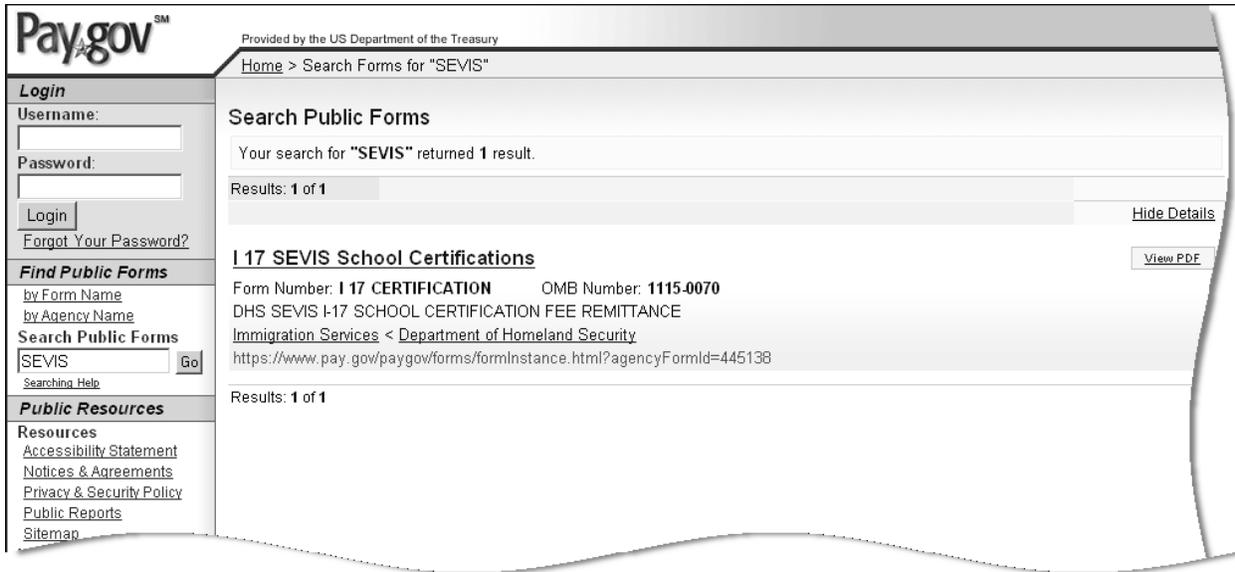
### Exhibit 47: Pay.Gov Home Page

The screenshot shows the Pay.gov home page layout. On the left is a navigation sidebar with sections: Login, Find Public Forms, Search Public Forms, Public Resources, Help, Information, and the FMS logo. The main content area includes:
 

- Home** header.
- What is Pay.gov?** section with an American flag icon and text explaining the service.
- What Federal Agencies Can I Pay?** section with an icon of a government building and a link to an Agency List.
- Should I Register?** section with a 'Pay.gov REGISTER' icon and a link to register.
- Information for Government Agencies** sidebar on the right.
- Frequently Used Forms** sidebar on the right, listing categories like SBA Payments, US Customs and Border Protection, and US Courts.
- Legal disclaimer** at the bottom: 'You have accessed a United States Government computer application. Unauthorized use of this application is a violation of federal law and may subject you to civil and criminal penalties.'
- Footer** with copyright information and contact links.

2. Enter “SEVIS” in the **Search Public Forms** text box in the left-hand panel in the **Find Public Forms** menu.
3. Click the **Go** button. The *Search Public Forms* screen displays, as depicted in Exhibit 48, Search Public Forms Screen.

**Exhibit 48: Search Public Forms Screen**



4. Click the **I 17 SEVIS School Certifications** link. The *DHS SEVIS School Certification Payment* screen displays, as depicted in Exhibit 49, DHS SEVIS School Certification Payment Screen.

**Exhibit 49: DHS SEVIS School Certification Payment Screen**



Provided by the US Department of the Treasury

[Home](#) > I 17 SEVIS School Certifications



U.S. Immigration and Customs Enforcement



SEVP

### DHS SEVIS SCHOOL CERTIFICATION PAYMENT

\*Please note that all fields with an asterisk are required.

School Name \* :

School District / Affiliation / System :

School Code \* :  \*Please enter "NONE" if School Code has not been assigned.

School Address \* :

School City \* :

School State \* :

School Zip / Postal Code \* :

School Contact Prefix :

School Contact First Name \* :

School Contact Middle Name :

School Contact Last Name \* :

School Contact Phone Number \* :

Payment Type \* :  Credit Card  ACH

Amount \* :

By checking this box, and submitting this payment, I confirm I understand the Form I-17 *Petition for Approval of School for Attendance by Nonimmigrant Student* filing fee of \$1700 is non-refundable, per Federal Regulation 8 CFR 103.2(a). I also understand the site visit fee(s) of \$655 per campus, is non-refundable once the site visit inspection has taken place. If paying fee(s) with a credit card, I agree to pay the amount of the transaction according to my card issuer agreement.

It may take several minutes to process the form. Please be patient.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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5. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an \* (asterisk).

<b>Field</b>	<b>Description/Explanation</b>
<b>* School Name</b>	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
<b>School District/Affiliation/System</b>	If necessary, enter the name of the district, affiliation, or system associated with the school.
<b>* School Code</b>	Enter your DHS-assigned school code (in AAA214Fnnnnnxxx format).
<b>* School Address</b>	Enter the address of the school.
<b>* School City</b>	Enter the city in which the school is located.
<b>* School State</b>	Enter the state in which the school is located.
<b>* School Zip/Postal Code</b>	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.
<b>School Contact Prefix</b>	Select a prefix: Mr., Mrs., Ms., Miss, or Dr.
<b>* School Contact First Name</b>	Enter the first name of the SEVIS point of contact (POC) at the school.  This field may contain the name of the person making payment, or the name in which the plastic card was issued.  If the bank account from which the payment is being drawn is the name of an institution, enter <b>NFN</b> in this field and enter the name of the institution in the <b>School Contact Last Name</b> field.
<b>School Contact Middle Name</b>	Enter the middle name of the SEVIS POC at the school.  This field may contain the name of the person making payment, or the name in which the plastic card was issued.  If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the <b>School Contact Last Name</b> field.

Field	Description/Explanation
* <b>School Contact Last Name</b>	Enter the last name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.
* <b>School Contact Phone Number</b>	Enter the phone number for the SEVIS POC at the school.
* <b>Payment Type</b>	Click the appropriate radio button, <b>Credit Card</b> or <b>ACH</b> . Section 2.6.1, Enter Payment Information Via Plastic Card, provides details on submitting your payment through Pay.Gov using a plastic card. Section 2.6.2, Enter Payment Information Payment Via ACH, provides details on submitting your payment through Pay.Gov using ACH.
* <b>Amount</b>	Enter the amount being submitted to DHS. <b>Do not</b> enter a decimal point or cents.
* <b>Check Box</b>	Click the check box to indicate that you understand the filing fee requirements.

6. Click one of the following buttons:

<b>Make Payment</b>	Click this button to continue processing your payment. The <i>Enter Payment Information</i> screen displays. Continue to Section 2.6.1 or 2.6.2 for the remaining instructions on paying via plastic card or ACH, respectively.
<b>PDF Preview</b>	Click this button to generate this screen in Portable Document Format (PDF) format. <b>Note:</b> This does not complete the process. You would still need to click the <b>Make Payment</b> button to continue submitting your certification fee.
<b>Reset</b>	Click this button to clear the data from the fields.

### 2.6.1 Enter Payment Information Via Plastic Card

Pay.Gov allows you to pay your certification fee with a plastic card. If you selected the **Credit Card** radio button on the *DHS SEVIS School Certification Payment* screen, this section provides instruction on completing the payment process via plastic card. (If paying via ACH, see Section 2.6.2, Enter Payment Information Payment Via ACH.)

After clicking the **Make Payment** button (see Step 6 of Section 2.6), the *Enter Payment Information* screen displays, as depicted in Exhibit 50, Enter Payment Information Screen—Plastic Card.

### Exhibit 50: Enter Payment Information Screen—Plastic Card



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[Home](#) > Online Payment

---

**Online Payment**

**Step 1: Enter Payment Information** 1 | 2 | 3

**Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)**

Required fields are indicated with a red asterisk \*

**Account Holder Name:**  \*

**Payment Amount:** \$580.00

**Billing Address:**  \*

**Billing Address 2:**

**City:**

**State / Province:**

**Zip / Postal Code:**

**Country:**  \*

**Card Type:**  \*     

**Card Number:**  \* (Card number value should not contain spaces or dashes)

**Expiration Date:**  \* /  \*

**School Name:**

**School District/Affiliation/System:**

**School Code:**

**School Address:**

**School City:**

**School State:**

**School Zip/Postal Code:**

**School Contact First Name:**

**School Contact Middle Name:**

**School Contact Last Name:**

**School Contact Phone Number:**

**Amount:**

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

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1. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an \* (asterisk).

<b>Field</b>	<b>Description/Explanation</b>
<b>* Account Holder Name</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>Payment Amount</b>	This field is pre-populated and cannot be altered.
<b>* Billing Address</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>Billing Address 2</b>	Enter additional billing address information, if needed.
<b>City</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>State/Province</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>Zip/Postal Code</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>Country</b>	Select the country to which the account holder's bills are sent.
<b>* Card Type</b>	Select the type of plastic card.
<b>* Card Number</b>	Enter the plastic card number. Do not include hyphens or spaces.
<b>* Expiration Date</b>	Select the month and year in which the card expires.
<b>School Name</b>	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
<b>School District/Affiliation/System</b>	If necessary, enter the name of the district, affiliation, or system associated with the school.
<b>School Code</b>	Enter your DHS-assigned school code (in AAA214Fnnnnnxxx format).
<b>School Address</b>	Enter the address of the school.
<b>School City</b>	Enter the city in which the school is located.
<b>School State</b>	Enter the state in which the school is located.
<b>School Zip/Postal Code</b>	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.

Field	Description/Explanation
<b>School Contact First Name</b>	Enter the first name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter <b>NFN</b> in this field and enter the name of the institution in the <b>School Contact Last Name</b> field.
<b>School Contact Middle Name</b>	Enter the middle name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the <b>School Contact Last Name</b> field.
<b>School Contact Last Name</b>	Enter the last name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.
<b>School Contact Phone Number</b>	Enter the phone number for the SEVIS POC at the school.
<b>Amount</b>	Enter the amount being submitted to DHS. <b>Do not</b> enter a decimal point or cents.

2. Click one of the following buttons:

<b>Continue With Plastic Card Payment</b>	Click this button to continue the plastic card payment process. Section 2.6.1.1, Authorize Payment Via Plastic Card, provides instructions on authorizing your certification payment via plastic card.
<b>Cancel</b>	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
<b>Return to Your Form</b>	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

### 2.6.1.1 Authorize Payment Via Plastic Card

After clicking the **Continue With Plastic Card Payment** button (see Step 2 of Section 2.6.1), the *Authorize Payment* screen displays, as depicted in Exhibit 51, Authorize Payment Screen—Plastic Card. (Information on this screen has been redacted for privacy reasons.)

**Exhibit 51: Authorize Payment Screen—Plastic Card**

**Paygov** SM Provided by the Department of the Treasury.  
 Home > Online Payment

**Online Payment**  
**Step 2: Authorize Payment** 1 | 2 | 3

[Payment Summary](#) [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Tod Darin Hufman <b>Billing Address:</b> 4684 Glendale Drive <b>Billing Address 2:</b> City: Washington State / Province: DC Zip / Postal Code: 20001 Country: USA	<b>Card Type:</b> Visa <b>Card Number:</b> ***** <b>Expiration Date:</b> 7 / 2007 <b>School Name:</b> <b>School District/Affiliation/System:</b> <b>School Code:</b> <b>School Address:</b> <b>School City:</b> <b>School State:</b> <b>School Zip/Postal Code:</b> <b>School Contact First Name:</b> <b>School Contact Middle Name:</b> <b>School Contact Last Name:</b> <b>School Contact Phone Number:</b> Amount:	<b>Payment Amount:</b> \$580.00 <b>Transaction Date and Time:</b> 09/06/2005 13:39 EDT

**Email Confirmation Receipt**  
 To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**   
**Confirm Email Address:**

**Authorization and Disclosure**  
 Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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1. This screen provides summary information of the data entered on the previous screens. If any information is incorrect, click the **Edit This Information** link at the top of the screen.
2. If you wish to receive an email confirmation of this payment, enter your email address in the **Email Address** field and reenter it in the **Confirm Email Address** field.
3. Click the check box to authorize a charge to your card account.
4. Click one of the following buttons:

<b>Submit Payment</b>	Click this button to finalize the payment process.
-----------------------	--

<b>Cancel</b>	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
<b>Return to Your Form</b>	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

### **2.6.2 Enter Payment Information Via ACH**

Direct payment of fees may be made via accounts with American Banking Association routing numbers (for example, an existing U.S. checking or savings account from which the funds will be drawn). If you selected the **ACH** radio button on the *DHS SEVIS School Certification Payment* screen, this section provides instruction on completing the payment process via ACH. (If paying via plastic card, see Section 2.6.1, Enter Payment Information Via Plastic Card.)

After clicking the **Make Payment** button (see Step 6 of Section 2.6), the *Enter Payment Information* screen displays, as depicted in Exhibit 52, Enter Payment Information Screen—ACH.

## Exhibit 52: Enter Payment Information Screen—ACH



Provided by the Department of the Treasury.  
[Home](#) > Online Payment

The system has populated the Payment Date with the next available payment date.

Online Payment

**Step 1: Enter Payment Information** 1 | 2 | 3

Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$580.00

Account Type:  \*

Routing Number:  \*

Account Number:  \*

Confirm Account Number:  \*

Check Number:

Routing Number      Account Number      Check Number

:  :

Payment Date: 09/08/2005

School Name:

School District/Affiliation/System:

School Code:

School Address:

School City:

School State:

School Zip/Postal Code:

School Contact First Name:

School Contact Middle Name:

School Contact Last Name:

School Contact Phone Number:

Amount:

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

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1. Click the **About ACH Debit** link at the top of the screen for detailed information regarding debit payments.

2. Below is a description of the fields on this screen. At a minimum, complete all fields preceded by an \* (asterisk).

<b>Field</b>	<b>Description/Explanation</b>
<b>* Account Holder Name</b>	This field is pre-populated. If the information is not correct, make the necessary changes.
<b>Payment Amount</b>	This field is pre-populated and cannot be altered.
<b>* Account Type</b>	Select the type of bank account from which the funds will be drawn. The options are: Personal Checking, Personal Savings, or Business Checking.
<b>* Routing Number</b>	Enter the routing number for your bank. It is the first set of numbers imprinted in the bottom left corner of your check.
<b>* Account Number</b>	Enter the number for the account from which the payment will be made. It is the second set of numbers imprinted in the bottom left corner of your check.
<b>* Confirm Account Number</b>	Reenter your account number.
<b>* Check Number</b>	Enter the check number. It is the third set of numbers imprinted in the bottom left corner of your check. <b>Note:</b> Leave this field blank if the <b>Account Type</b> is <b>Savings Account</b> .
<b>Payment Date</b>	This field is pre-populated with the next available payment date and cannot be altered.
<b>School Name</b>	Enter the name of the school system. That is the same information entered in Field 2 on the first page of the electronic certification application, not the name of the main campus.
<b>School District/Affiliation/System</b>	If necessary, enter the name of the district, affiliation, or system associated with the school.
<b>School Code</b>	Enter your DHS-assigned school code (in AAA214Fnnnnnxxx format).
<b>School Address</b>	Enter the address of the school.
<b>School City</b>	Enter the city in which the school is located.
<b>School State</b>	Enter the state in which the school is located.
<b>School Zip/Postal Code</b>	Enter a valid five-digit zip code for the city in which the school is located. Nine-digit zip codes are optional.

Field	Description/Explanation
<b>School Contact First Name</b>	Enter the first name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter <b>NFN</b> in this field and enter the name of the institution in the <b>School Contact Last Name</b> field.
<b>School Contact Middle Name</b>	Enter the middle name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, leave this field blank and enter the name of the institution in the <b>School Contact Last Name</b> field.
<b>School Contact Last Name</b>	Enter the last name of the SEVIS POC at the school. This field may contain the name of the person making payment, or the name in which the plastic card was issued. If the bank account from which the payment is being drawn is the name of an institution, enter the name of the institution in this field.
<b>School Contact Phone Number</b>	Enter the phone number for the SEVIS POC at the school.
<b>Amount</b>	Enter the amount being submitted to DHS. <b>Do not</b> enter a decimal point or cents.

3. Click one of the following buttons:

<b>Continue With ACH Payment</b>	Click this button to continue the ACH payment process. Continue to Section 2.6.2.1, Authorize Payment Via ACH.
<b>Cancel</b>	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
<b>Return to Your Form</b>	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

### 2.6.2.1 Authorize Payment Via ACH

After clicking the **Continue With ACH Payment** button (see Step 3 of Section 2.6.2), the *Authorize Payment* screen displays, as depicted in Exhibit 53, Authorize Payment Screen—ACH. (Information on this screen has been redacted for privacy reasons.)

#### Exhibit 53: Authorize Payment Screen—ACH

**Pay.gov** SM Provided by the Department of the Treasury.  
Home > Online Payment

Online Payment  
**Step 2: Authorize Payment** 1 | 2 | 3

Payment Summary [Edit this information](#)

**Account Holder Name:** Tod Darin Huffman  
**Payment Amount:** \$580.00  
**Account Type:** Personal Checking  
**Routing Number:** [REDACTED]  
**Account Number:** [REDACTED]  
**Check Number:** [REDACTED]

**Payment Date:** 09/08/2005  
**School Name:**  
**School District/Affiliation/System:**  
**School Code:**  
**School Address:**  
**School City:**  
**School State:**  
**School Zip/Postal Code:**  
**School Contact First Name:**  
**School Contact Middle Name:**  
**School Contact Last Name:**  
**School Contact Phone Number:**  
**Amount:**

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:** [REDACTED]  
**Confirm Email Address:** [REDACTED]

**Authorization and Disclosure**  
Required fields are indicated with a red asterisk \*

I agree to the authorization and disclosure language.  \*

Authorization and Disclosure--Consumers and Businesses

The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers

A. Authorization

You acknowledge that you have read and understand the consumer disclosure language and authorize the Federal Reserve financial institution of Cleveland to debit the named financial institution account. This authorization is to remain in full force and effect until we have received notification of its termination in such time and in such manner as to afford Pay.gov a reasonable opportunity to act on it, or unless otherwise terminated for any reason by Pay.gov.

B. Disclosure

[View Authorization and Disclosure in a separate window.](#)

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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1. This screen provides summary information of the data entered on the previous screens. If any information is incorrect, click the **Edit This Information** link at the top of the screen.
2. If you wish to receive an email confirmation of this payment, enter your email address in the **Email Address** field and reenter it in the **Confirm Email Address** field.
3. Click the check box to indicate your agreement with the authorization and disclosure language.
4. Click one of the following buttons:

<b>Submit Payment</b>	Click this button to finalize the payment process.
<b>Cancel</b>	Click this button to stop the process and return to the <i>Form Search Results</i> screen.
<b>Return to Your Form</b>	Click this button to stop the process and return to the <i>DHS SEVIS School Certification Payment</i> screen.

### 2.6.3 Enter Pay.Gov Tracking ID at Time of Submission of Recertification Application

When you submit your recertification application, the *Recertification Application (Form I-17) Has Been Submitted* screen displays, as depicted in Exhibit 54, Recertification Application (Form I-17) Has Been Submitted Screen. At this time you can submit your payment through the Pay.Gov web site and record the payment tracking ID.

#### Exhibit 54: Recertification Application (Form I-17) Has Been Submitted Screen

**Recertification Application (Form I-17) Has Been Submitted**

You will receive an email confirming the submission of this recertification application. The email will contain additional information on the application review process.

Submission of an electronic Form I-17 for SEVIS recertification and enrollment requires a fee payment, as specified in the Department of Homeland Security interim rule, "Requiring Certification of all Service Approved Schools for Enrollment in the Student and Exchange Visitor Information System (SEVIS)."

You must pay the fee at Pay.gov, our electronic payment web site. To pay the fee, access <https://www.pay.gov/>. In the "Search Public Forms" box on the main page, type in SEVIS, and click "Go." Click the "I-17 SEVIS School Certification" link from the list of forms displayed. This will bring you to the "DHS SEVIS School Certification Payment" page where you can pay the fee.

Adjudication of the recertification application in SEVIS will not proceed until the SEVP Certification Branch receives payment verification from Pay.gov. Then, an SEVP Official will review the application and determine the school's eligibility for continued enrollment in SEVIS. You will be notified of the eligibility decision via email. If further review is required to determine the eligibility, DHS will contact you with additional instructions.

Pay.Gov Tracking ID:

Save Pay.Gov Tracking ID

Return to School View

Perform the following steps to record your payment tracking ID:

1. Click the <https://www.pay.gov> link to make your payment through the Pay.Gov web site. The web site will display in a separate browser window.
2. Follow the directions in Section 2.6, Electronic Submission of Payment, to submit your payment. At the end of the process, a payment tracking ID will display.

3. Return to the *Recertification Application (Form I-17) Has Been Submitted* screen and enter the payment tracking ID in the **Pay.Gov Tracking ID** field.
4. Click one of the following buttons:

<b>Save Pay.Gov Tracking ID</b>	Click this button to save the payment tracking ID to SEVIS. The <i>School Information</i> screen displays.
<b>Return to School View</b>	Click this button to return to the <i>School Information</i> screen without saving the payment tracking ID.

#### **2.6.4 Enter Pay.Gov Tracking ID After Submission of Recertification Application**

If the payment tracking ID was not entered on the *Recertification Application (Form I-17) Has Been Submitted* screen, you may enter the payment tracking ID using this function. Once the payment tracking ID has been entered (either at time of recertification application submission or afterwards), the payment tracking ID cannot be updated. The link will no longer be available.

**Perform the following steps if you need to make your payment through the Pay.Gov web site and submit your payment tracking ID after you have submitted your recertification application:**

1. From either the email notification you received when your application was submitted or (if applicable) the payment request email sent by DHS, click the link to the Pay.Gov web site. The web site will display in a separate browser window.
2. Follow the directions in Section 2.6, Electronic Submission of Payment, to submit your payment. At the end of the process, a payment tracking ID will display. Write this ID down so you can accurately record it in SEVIS.
3. From the *Listing of Schools* screen, click the appropriate link in the **Name of School** column. The *School Information* screen displays. Note that the **Enter Pay.Gov Tracking ID** link is now in the **Actions** menu. Exhibit 55, School Information Screen With Enter Pay.Gov Tracking ID Link, provides an example.

**Perform the following step if you have made your payment through the Pay.Gov web site previously but still need to submit your payment tracking ID:**

1. From the *Listing of Schools* screen, click the appropriate link in the **Name of School** column. The *School Information* screen displays. Note that the **Enter Pay.Gov Tracking ID** link is now in the **Actions** menu. Exhibit 55, School Information Screen With Enter Pay.Gov Tracking ID Link, provides an example.

### Exhibit 55: School Information Screen With Enter Pay.Gov Tracking ID Link

Print I-17 Form

## Makena University

**Actions:**

[View Submitted Recertification Application](#)

[Enter Pay.Gov Tracking ID](#)

[Change Officials](#)

[Register for Batch Processing](#)

**Enter Pay.Gov Tracking ID link**

Certification Expiration Date: **11/13/2005**  
 School Status: **APPROVED**  
 Current School Code: **WAS214F87658000**  
 Previous School Code: **N/A**  
 Seeking Approval for: **Academic and Language students**  
 Mailing Address: **3540 Hilo Drive  
Washington, DC 20001**  
 Telephone Number:  
 Fax Number:  
 Location Address: **3540 Hilo Drive  
Washington, DC 20001**  
 Type of Institution: **Public**  
 This School is Engaged in: **HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)**  
 School's Sessions are Primarily Based on: **Semesters**  
 School Established on: **06/27/1952**  
 School Operates Under the Following Authorization: **Federal Education Board**  
 School is Approved Under the Following Association or Agency: **State Education Board**  
 Areas of Study: **LIBERAL ARTS**  
 Degrees Available: **AA DEGREE  
BA DEGREE  
MASTER OF ARTS**  
 Higher Education Conferring Degrees: **Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.**  
 Credit Transfer: **Higher education, its credits are recognized by and transferable to institutions of study which confer degrees.**  
 Sessions are Held: **Day**  
 Requirements for Admission: **High school diploma, GED, placement test**  
 Courses of Study and Time Necessary to Complete: **120 credits**  
 Requirements for Graduation: **Successful completion of coursework**  
 Causes for Expulsion: **Felony conviction**  
 Average Annual Numbers: **Classes - 1,000  
Students - 30,000  
Teachers and Instructors - 1,050  
Non-Teaching Employees - 200**  
 Average Annual Cost of Room, Board, and Tuition Per Student: **\$6,250.00**

**Campus Information**

**Makena University**  
 School Code: WAS214F87658000  
 Mailing Address: 3540 Hilo Drive Washington, DC 20001  
 Location Address: 3540 Hilo Drive Washington, DC 20001

Officials:	Official Name	Title	Telephone Number	Email Address	Role
	Ben Grady	Dean of Admissions	555-555-5555	ben.grady@mu.edu	DSO
	Makana Makaiwi	President	555-555-5555	makana.makaiwi@mu.edu	PDSO

- Click the **Enter Pay.Gov Tracking ID** link. The *Pay.Gov Tracking ID* screen displays, as depicted in Exhibit 56, Pay.Gov Tracking ID screen.

### Exhibit 56: Pay.Gov Tracking ID screen

## Pay.Gov Tracking ID

Makena University

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Application Type: **RECERTIFICATION**

---

Pay.Gov Tracking ID:

Save Pay.Gov Tracking ID
Cancel

3. Enter the number provided in Step 2 in the **Pay.Gov Tracking ID** field.
4. Click one of the following buttons:

<b>Save Pay.Gov Tracking ID</b>	Click this button to save the payment tracking ID to SEVIS. The <i>School Information</i> screen displays.
<b>Cancel</b>	Click this button to return to the <i>School Information</i> screen without saving your payment tracking ID to SEVIS.

## 2.7 Register to Use SEVIS Batch Interface

Schools may use the batch data exchange to interface with SEVIS. Authorized organizations can utilize systems external to SEVIS to collect and update student and dependent (visa types F and M) records and upload the records to SEVIS. Organizations may develop systems in-house or purchase third-party products to communicate with SEVIS and upload and download information (system-to-system). The batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and schools using the Internet. This exchange requires the registration, in SEVIS, of a campus that has a valid digital certificate.

If a school wishes to use the batch interface, the PDSO must register the campus and ensure that the campus has a valid digital certificate. Schools that include multiple campuses must register each campus.

**Note:** Prior to registering the campus for use with SEVIS, download the digital certificate files with the “.cer” and “.pem” extensions to a secure location. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a campus that has a valid digital certificate, a PDSO performs the following steps:

1. Navigate to the *School Information* screen for the school to be registered. This screen can be reached from the *Listing of Schools* screen by clicking the appropriate link in the **Name of School** column.
2. On the *School Information* screen, click the **Register for Batch Processing** link.
3. Carefully read the “Acceptance of DHS Regulations and SEVIS Batch Interface Security Requirements” on the *Batch Process Registration* screen. (You should print this screen for future reference.) If you agree to the terms, click the **Accept** button. The *Upload Certificate* screen displays.
4. Select the campus you wish to register for batch processing. You may use the **Ctrl** key to select multiple campuses.
5. Use the **Browse** button to locate either the file with the “.cer” extension or the file with the “.pem” extension. Highlight the file name and click the **Open** button. The *Upload Certificate* screen displays with the path name shown in the text box.

6. Click the **Upload Certificate** button.

If the certificate and the PDSO's credentials are confirmed by SEVIS, a *Confirmation* screen displays. However, if the system cannot validate the certificate and credentials, an error message displays. Only digital certificates issued by VeriSign are valid for use with SEVIS.

**Note:** The SEVIS web site (<http://www.ice.gov/sevis/schools/batch.htm>) contains additional information regarding the SEVIS Batch Interface process.

### 3. OPERATING INSTRUCTIONS

#### 3.1 Initiate Operation

SEVIS requires the use of Internet Explorer Version 5.0 (or higher), or Netscape Version 4.7 (or higher), Adobe Acrobat Version 5.0, and a Laser printer – a Laser Postscript printer with 32 MB of RAM (96 MB is recommended) or a Laser printer with 32 MB of RAM (64 MB is recommended).

**Note:** If you do not already have Adobe Acrobat Version 5.0 or higher installed on your computer, refer to the instructions in Appendix D, Download the Latest Version of Adobe Acrobat Reader.

You must also have a SEVIS user ID and password to access the system. When you access SEVIS, the *SEVIS Login* screen displays. To log into SEVIS, perform the following steps:

1. Enter your user ID in the **User Name** field.
2. Enter your password in the **Password** field.
3. Press **Enter** or click the **Login** button. The system displays a security message.
4. Click **Yes** and the *Listing of Schools* screen displays.

#### 3.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log on again to use SEVIS.

**WARNING:** If you click the **Close** (✕) button on the browser window, you must wait 20 minutes before you can log back into SEVIS. If you try to access the system before the end of 20 minutes, the following message displays: “A user is already logged on with this user name.” Use **Logout** on the navigation bar to properly exit SEVIS.

#### 3.3 Terminate and Restart Operations

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. To close the browser window, click the **Close** (✕) button in the upper-right corner of the browser toolbar.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the log-in procedures.

#### **4. ERROR HANDLING**

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS Connection Error. The message reads: “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.” The SEVIS Help Desk is available 8 a.m. to 8 p.m. Eastern Time, Monday through Friday.

You will be redirected to the *SEVIS Login* screen in 10 seconds. When returned to the *SEVIS Login* screen, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

#### **5. HELP FACILITIES**

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at (800) 892-4829 during the hours of 8 a.m. to 8 p.m. Eastern Time, Monday through Friday. Calls made at other times are recorded for a response on the next business day.

## **APPENDIX A—ACRONYMS AND ABBREVIATIONS**

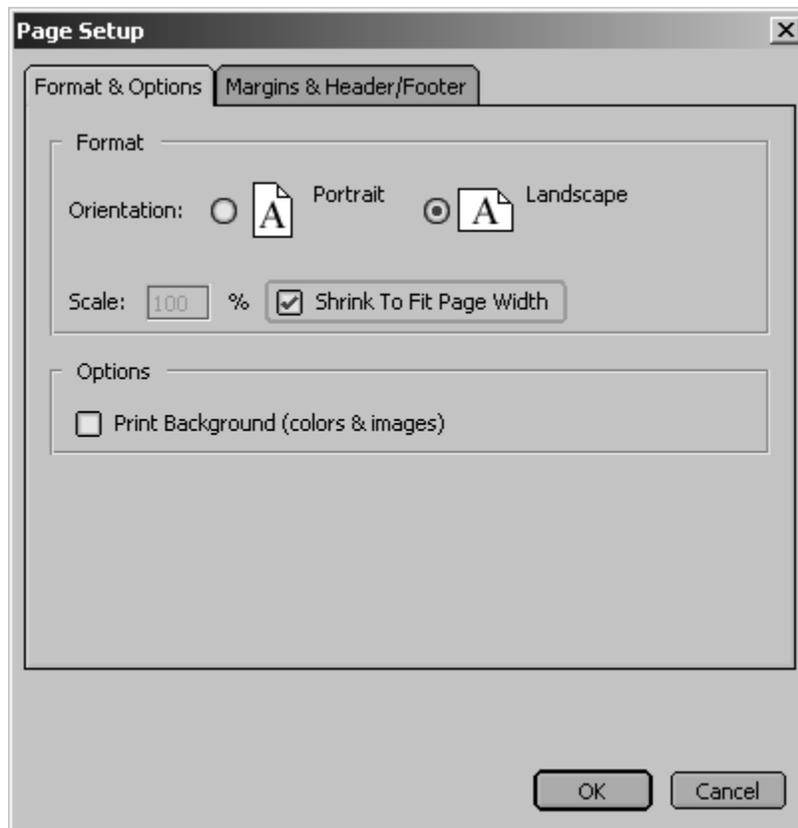
ACH	Automated Clearing House
ARO	Alternate Responsible Officer
DHS	U.S. Department of Homeland Security
DSO	Designated School Official
EV	Exchange Visitor
ID	identification
LPR	Lawful Permanent Resident
MB	megabyte
NFN	no first name
PDF	Portable Document Format
PDSO	Principal Designated School Official
POC	point of contact
RAM	random access memory
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program

**APPENDIX B—PRINTING INSTRUCTIONS FOR NETSCAPE  
VERSION 7.0**

Netscape has modified its printing procedures for Version 7.0. For best results when printing, it is recommended that you make the following changes to the browser print settings for Netscape:

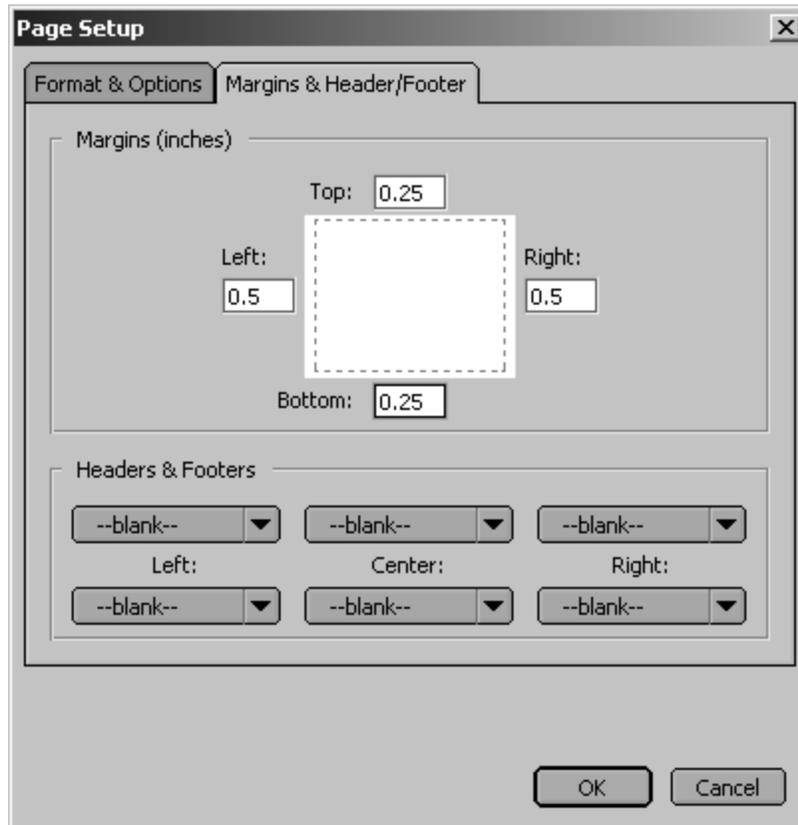
1. Click **File** on the Netscape menu bar.
2. Select **Page Setup**. The *Page Setup* window displays, as shown in Exhibit B–1, Netscape Page Setup Window—Format & Options Tab.

### **Exhibit B–1: Netscape Page Setup Window—Format & Options Tab**



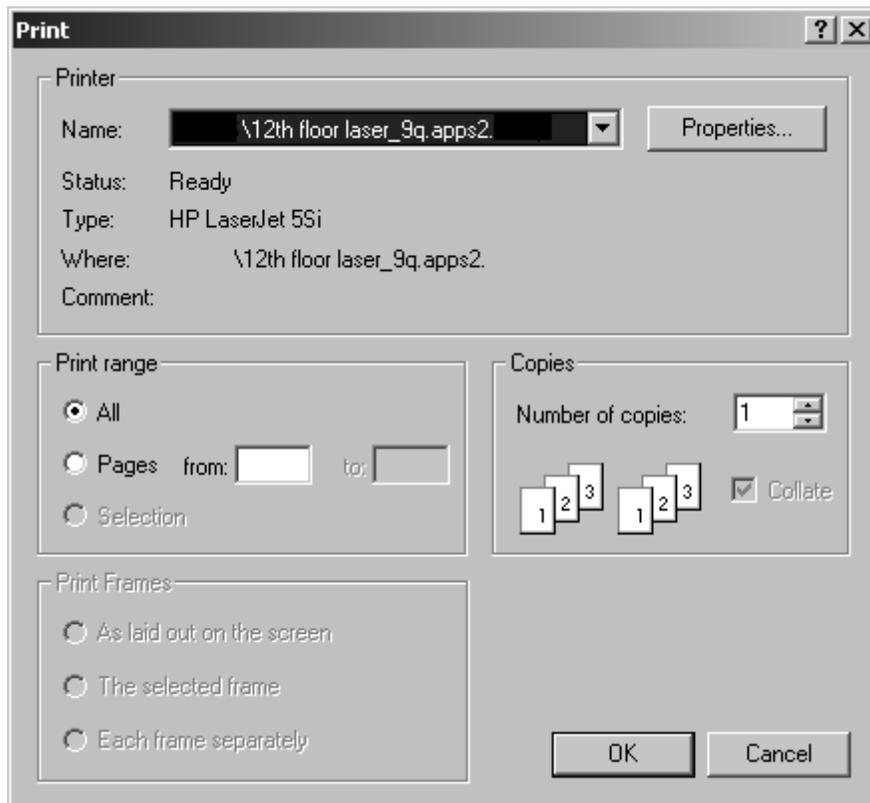
3. On the **Format & Options** tab, click the **Landscape** radio button.
4. Ensure there is a check mark in the **Shrink To Fit Page Width** check box.
5. Ensure there is not a check mark in the **Print Background (color & images)** check box.
6. Click the **Margins & Header/Footer** tab. The **Margins & Header/Footer** tab comes into focus, as depicted in Exhibit B–2, Netscape Page Setup Window—Margins & Header/Footer Tab.

### Exhibit B–2: Netscape Page Setup Window—Margins & Header/Footer Tab



7. Set the left and right margins to “**0.5**” and the top and bottom margins to “**0.25**.”
8. Within the **Headers & Footers** section, ensure that all drop-down lists are “--blank--.” If the drop-down lists are not set to “--blank--,” click on the **down arrow** and select “--blank--.”
9. Click **OK**.
10. Click either the **Print** () button on the browser toolbar or select **Print** from the **File** menu. The *Print* window displays, as depicted in Exhibit B–3, Print Window.

### Exhibit B–3: Print Window



11. Ensure that the appropriate printer is selected in the *Name* list. If not, select the correct printer from the list.
12. Click **OK** on the *Print* window and the report prints to the designated printer.

**APPENDIX C—DOWNLOAD THE LATEST VERSION OF ADOBE FLASH  
PLAYER**

In order to view the tutorial, you must have Adobe Flash Player installed on your computer. Perform the following steps to download the latest version of Adobe Flash Player:

1. Click the **Get Plug-Ins** link on the SEVIS navigation bar. The *SEVIS Plug-Ins* screen will display
2. Click the **Adobe Flash** button. A message will display indicating that you are leaving SEVIS.
3. Click **OK** and the Adobe Flash Player web page (<http://www.adobe.com/go/getflashplayer>) will display in a new browser window.
4. Follow the instructions on the Adobe Flash Player web page to install the Flash Player.

**APPENDIX D—DOWNLOAD THE LATEST VERSION OF ADOBE  
ACROBAT READER**

SEVIS enables you to print forms to a designated printer through Adobe Reader. Perform the following steps to download the latest version of Adobe Reader:

1. Click the **Get Plug-Ins** link on the SEVIS navigation bar. The *SEVIS Plug-Ins* screen will display.
2. Click the **Get Adobe Reader** button. A message will display indicating that you are leaving SEVIS.
3. Click **OK** and the Adobe Reader web page (<http://www.adobe.com/products/acrobat/readstep2.html>) will display in a new browser window.
4. Follow the instructions on the Adobe Reader web page to install the Adobe Reader.

**ATTACHMENT A—SAMPLE CERTIFICATION APPLICATION  
(FORM I-17)**

# DRAFT

**START HERE-** Please read instructions before beginning. Please type or print in black ink

**THIS SECTION IS TO BE COMPLETED BY THE SCHOOL.** If more space is needed to answer fully any items on this form, use a separate sheet; identify each answer with the letter and number of the corresponding item and sign and date each sheet. Indicate that an item is not applicable with "N/A". If the answer is "none," please write "none." This application must be filed with the required evidence as noted below, be properly signed, and submitted with the correct fee.

To the Immigration and Naturalization Service:

1. Petition is made for approval, or continuation of approval, of the institution as a school for attendance by nonimmigrant alien students under (Complete as appropriate):
- a.  Section 101(a)(15)(F) of the Act (academic and language students),
  - b.  Section 101(a)(15)(M) of the Act (vocational students),
  - c.  Both of the above sections of the Act.

2. Name of school:

3. Mailing address of school:

4. This school is a:

- a.  Publicly owned institution
- b.  Private Institution

5. This school is engaged in:

- a.  Private elementary school
- b.  Private middle school
- c.  Private high school (grades 9- 12)
- d.  Public high school (grades 9-12)
- e.  Vocational or technical education (other than high school)
- f.  Flight training
- g.  Language training
- h.  Higher education (issuing one or more of the following degrees: Associate, Bachelor's, Master's, PhD)
- i.  Other \_\_\_\_\_

6. This school's sessions are based on:

- a.  Semesters
- b.  Trimesters
- c.  Quarters
- d.  Other \_\_\_\_\_

7. Provide the date (month and day) registration begins for EACH session during a calendar year, including the summer session if your school has one. (Format mm/dd)

- |          |          |          |          |
|----------|----------|----------|----------|
| a. _____ | f. _____ | k. _____ | p. _____ |
| b. _____ | g. _____ | l. _____ | q. _____ |
| c. _____ | h. _____ | m. _____ | r. _____ |
| d. _____ | i. _____ | n. _____ | s. _____ |
| e. _____ | j. _____ | o. _____ | t. _____ |

8. Date school was established:

9. Location of school: (if different from mailing address)

10. Name and address of owner:

11. Petition is for:

- a.  Initial approval
- b.  Continuation of approval. Please complete the following:
  - (i.) Date of original approval \_\_\_\_\_
  - (ii.) INS school code \_\_\_\_\_

## FOR INS USE ONLY

School Code            214F

Approval for attendance of students under:

- 1.  Section 101(a)(15)(F) of the Act
- 2.  Section 101(a)(15)(M) of the Act
- 3.  Both of the above sections of the Act.

This Request is to:

- 1.  Create a file.
- 2.  Update a file.

Fee Stamp:

Action Stamp:

Received	Trans In
Ret'd Trans. Out	Complete

Remarks

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12. The School operates under the following federal, state, local or other license or approval (if none, write "none"):

---

13. The school has been approved by the following nationally recognized accrediting association or agency (if none, write "none"):

---

14. Nature of subject matter taught (check as many as are appropriate):

- a.  Liberal Arts
  - b.  Fine Arts
  - c.  Language
  - d.  Religious
  - e.  Professional Studies
  - f.  Vocational or Technical Training
  - g.  Flight Training
  - h.  Science
  - i.  Education
  - j.  Business
  - k.  Engineering
  - l.  Other
- 

15. List the degrees available from the school:

---

16. Check as appropriate and explain further if necessary:

If the school is engaged in elementary or secondary education, it  does  does not qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it  does  does not confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits  are  are not transferable to institutions of study which confer such degrees.

If the school is engaged in vocational or technical education, it  does  does not qualify its graduates for employment.

The school is engaged in English language training.

---

17. Sessions are held as follows: a.  Day only      b.  Night only      c.  Day and night

---

18. Requirements for admission:

---

19. Courses of study and time necessary to complete each:

---

20. Requirements for graduation:

21. Causes for expulsion:

---

22. Average annual number of:

a. Classes:

b. Students:

c. Teachers or instructors:

d. Non-teaching employees:

---

23. Approximate annual total cost of room, board, tuition, etc., per student :

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**If the school is approved, THE PETITIONER AGREES:**

1. Upon acceptance of any nonimmigrant alien student, to furnish that student a Certificate of Eligibility (Form I-20 A/B for an F-1 student or Form I-20 M/N for an M-1 student).
2. To keep records containing the following specific information and documents relating to each nonimmigrant F-1 or M-1 student to whom the school issues a Form I-20 A/B or I-20 M/N, while the student is attending the school and until the school notifies the Service, in accordance with regulations at 8 CFR 214.3, that the student is no longer pursuing a full course of study. The school must keep a record of having complied with the reporting requirements for at least one year. If a student who is out of status is restored to status, the school the student is attending is responsible for maintaining these records following receipt of notification from the Service that the student has been restored to status. The school must keep and make available to the Service upon request the following information and documents for each nonimmigrant F-1 and/or M-1 student:
  1. The admission number from the student's Form I-20 ID copy.
  2. Country of citizenship.
  3. Address and telephone number in the United States.
  4. Status, i.e. full-time or part-time.
  5. Course load.
  6. Date of commencement of studies.
  7. Degree program and field of study.
  8. Expected date of completion.
  9. Nonimmigrant classification.
  10. Termination date and reason, if known.
  11. The documents which show the scholastic ability and financial status on which the student's admission to the school was based.
  12. Information specified by the Service as necessary to identify the student and to determine the student's immigration status.
3. That in any advertisement, catalog, brochure, literature, or other material produced by or for this school, any statement which may appear concerning approval for admittance by nonimmigrant students must be limited to the following: "This school is authorized under Federal law to enroll nonimmigrant students."

I certify that I am authorized to execute this petition. I understand that unless this institution fully complies with all terms as described on this form, approval may be withdrawn pursuant to 8 CFR 214.4.

Dated at: \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

*(CORPORATE SEAL  
OF INSTITUTION)*

# DRAFT

**Instructions:**

(1) Form I-17, Supplement A, listing up to ten designated school officials for each school or campus within a school system (except an elementary or secondary system as noted below), must be attached to each Form I-17, Petition for Approval of School for Admittance by Nonimmigrant Students. If there is a change in designated school officials, a new Supplement A must be completed and submitted to the Immigration and Naturalization Service Office having jurisdiction over the school within thirty days.

(2) "Designated school officials" (DSO) means a regularly employed member of the school administration whose office is located at the school and whose compensation does not come from commissions for recruitment of foreign students. A DSO may not delegate this designation to any other person. An individual whose principal obligation to the school is to recruit foreign students for compensation may not be a DSO. The president, owner, or head of a school system must designate a principal DSO. The principal DSO is required to have a thorough knowledge of the regulations, policies and procedures governing nonimmigrant students, and is responsible for ensuring that each additional DSO has a thorough knowledge of the same.

Each school or institution must have one principal DSO, and may have up to ten DSO's at any one time, except at the discretion of the district director of the INS office having jurisdiction over the school. In a multi-campus institution, each campus must have a principal DSO. In an elementary or secondary school system, however, the entire school system is limited to a total of ten designated officials at any one time.

I, **THE UNDERSIGNED**, have read the Immigration and Naturalization Service's regulations relating to nonimmigrant students, namely 8 CFR 214.1, 8 CFR 214.2(f), and/or 8 CFR 214.2(m); the Service's regulations relating to change of nonimmigrant classification for students, namely 8 CFR 248; the Service's regulations relating to school approval and withdrawal of school approval, namely 8 CFR 214.3 and 214.4, and intend to comply with these regulations at all times.

<b>Designated Official: (Print or Type)</b>				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

<b>Designated Official: (Print or Type)</b>				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

<b>Designated Official: (Print or Type)</b>				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

<b>Designated Official: (Print or Type)</b>				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

<b>Designated Official: (Print or Type)</b>				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

<b>Designated Official: (Print or Type)</b>				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

<b>Designated Official: (Print or Type)</b>				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

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<b>Designated Official: <i>(Print or Type)</i></b>				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

<b>Designated Official: <i>(Print or Type)</i></b>				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

<b>Designated Official: <i>(Print or Type)</i></b>				
Last and First Name:	Title:	Signature:	Telephone Number:	Role:
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation		

I, the undersigned president, owner, or head of the school or school system named below certify that the above individuals are designated school officials of the school or school system. Further, I certify that I will be responsible for providing the resources and training necessary for these officials to implement properly the above referenced regulations.

---

Name <i>(Print or Type)</i>	Title <i>(Print or Type)</i>	Signature
-----------------------------	------------------------------	-----------

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Name of School System, School, or Campus (list all schools or campuses and their three-digit suffixes for which the above officials are designated if for more than one school or campus but not for the entire school system).

INS FILE No. if known:  
Date:  
(If a multi-campus institution or school system use the 3 digit suffix for the main or initial campus.)

---

Address of School System, School, or Campus:

# DRAFT

**Instructions** – Form I-17 Supplement B must be completed and submitted with Form I-17 if a school system or multi-campus institution is seeking approval for a number of schools for admittance by nonimmigrant students. Furnish all known information for each school or campus within the system. If more space is needed to list all schools, attach additional forms as necessary, and number each at the bottom. If an approved school system wishes to update or correct the information on its original Supplement B, a new Form I-17, must be submitted, without fee, accompanied by Supplement B, and, if applicable, Supplement A. Please PRINT or TYPE all information on this form.

**Request Action:**

- a.  Initial approval for the following school(s) or campus(es).
- b.  Addition of the following school(s) or campus(es) to the list of approved institutions within the above school system.
- c.  Removal of the following school(s) or campus(es) from the list of approved institutions within the above school system.
- d.  Change or correction in the following information relating to school(s) or campus(es) which have been approved.

**Fill in only the information which is to be added to or adjusted in the INS records, and the school's three-digit suffix:**

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: <i>(include Zip Code)</i>	4. Location: <i>(if different from mailing address)</i>

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: <i>(include Zip Code)</i>	4. Location: <i>(if different from mailing address)</i>

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: <i>(include Zip Code)</i>	4. Location: <i>(if different from mailing address)</i>

1. School or Campus Name:	2. School or Campus 3-digit suffix:
3. Mailing Address: <i>(include Zip Code)</i>	4. Location: <i>(if different from mailing address)</i>