



Filing an Appeal/Motion with SEVP: *How to Properly Fill out the Form I-290B*

Effective June 24, 2019, there is a \$675 fee when schools file the Form I-290B, “Notice of Appeal or Motion.” Before filing an appeal or motion, a school [must pay](#) the \$675 fee via [Pay.gov](#) and must also submit the proof of payment with their Form I-290B before the deadline to timely file expires. See 8 CFR 214.4(h) (“The appeal must be accompanied by the fee as provided in 8 CFR 103.7(b)(1)(ii)(O).”). Pay.gov process instructions can be found on the [Filing an Appeal or Motion- Pay Fees page](#).

In order to file an appeal or a motion with the Student and Exchange Visitor Program (SEVP), the petitioner must submit a [Form I-290B, “Notice of Appeal or Motion,”](#) that has been completed in accordance with the form instructions along with proof of the appeal or motion fee payment. See [8 CFR 103.3 and 103.5](#). Failure to submit a completed Form I-290B in a timely manner may result in the rejection of the appeal or motion. Because the Form I-290B is used by more than one agency within the Department of Homeland Security, there are several data fields that do not apply when filling out the form in order to file an appeal or motion with SEVP. As such, below are instructions to assist petitioning schools with filling out the Form I-290B.

Any data fields not mentioned below may be left blank.

In “Part 1. Information About the Applicant or Petitioner,” fill in the following data fields.

- 1.a-c—Fill in the full legal name of the affected party from the petitioning school that is filing the Form I-290B. (e.g., primary designated school official, designated school official, school owner, attorney/accredited representative, etc.)
- 2.—Fill in the name and school code of the petitioning school as listed in the Student and Exchange Visitor Information System (SEVIS).
- 5.a-i—Fill in the mailing address of the petitioning school as listed in SEVIS.

In “Part 2. Information About the Appeal or Motion,” fill in the following data fields. The petitioner must check only one box indicating that they are filing an appeal or a motion, not both. To file both an appeal and a motion, two separate forms must be submitted.

- 1.a-f—Check only one box in this section.
- 5.— Fill in the date that the denial or withdrawal was issued.
- 6.—Fill in “Student and Exchange Visitor Program.”

For “Part 3. Basis for the Appeal or Motion,” please submit in a separate document a statement/brief regarding the basis for the appeal or motion.

- Per Part 3 of the Form I-290B, a petitioner filing an appeal must "provide a statement that specifically identifies an erroneous conclusion of law or fact in the decision being appealed." An appeal must show that the adjudicator that rendered the Notice of Denial or Withdrawal decision applied a law or regulation incorrectly or made an erroneous conclusion regarding the facts of the case which resulted in the negative decision. See [8 CFR 103.3](#) for more information on filing an appeal.

- Per Part 3 of the Form I-290B, a motion to reopen “must state new facts and be supported by documentary evidence demonstrating eligibility for the requested immigration benefit at the time you filed the application or petition.” See [8 CFR 103.5](#) for more information on filing a motion to reopen.
- Per Part 3 of the Form I-290B, a motion to reconsider “must demonstrate that the decision was based on an incorrect application of law or policy, and that the decision was incorrect based on the evidence in the case record at the time of the decision. The motion must be supported by citations to appropriate statutes, regulations, precedent decisions, or statements of USCIS policy..” See [8 CFR 103.5](#) for more information on filing a motion to reconsider.

In “Part 4. Applicant’s or Petitioner’s Statement, Contact Information, Certification, and Signature,” fill in the following data fields for Section B.

- 1.a or 1.b—Check only one of these.
- 2.—Select this box if applicable.
- 3.—Fill in the petitioner's name.
- 4.—Fill in the petitioner's title.
- 5.—Fill in the petitioner’s daytime telephone number.
- 6.—Fill in the petitioner’s mobile telephone number.
- 7.—Fill in the petitioner’s email address.
- 8—Petitioner must sign and date here.

In “Part 5. Interpreter’s Contact Information, Certification, and Signature,” fill in the data fields as applicable if an interpreter is used.

In “Part 6. Contact Information, Statement, Certification, and Signature of the Person Preparing This Form, if Other Than the Applicant or Petitioner,” fill in the following data fields if the person filing the Form I-290B is an attorney/accredited representative and a [Form G-28, “Notice of Entry of Appearance as Attorney or Accredited Representative,”](#) has been or will be filed to verify that fact.

- 7.a or 7.b—Check only one of these.
- 8.a-b—Sign and date as the attorney/accredited representative.

For “Part 7. Additional Information”—Use this section to provide additional information if necessary.