



## SEVP Recertification Checklist

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

### Review the Form I-17

- Review your school's Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student."
- Review previous Notices of Recertification for flagged items or discrepancies, if applicable.
- SEVP will accept non-substantial updates to the Form I-17 as part of the school's petition for recertification. Substantial updates, such as a change of ownership and change of location, require filing a Form I-17 update.

### Compile Additional Evidence (for non-accredited schools and schools making non-substantial edits to their recertification petition)

- If your school is not accredited by a U.S. Department of Education (ED)-recognized or SEVP-identified accrediting agency, refer to the Filing Evidence Guide for Non-accredited Schools on the [Petition Updates tab](#) as well as the Additional Evidence Guide on the [Recertification tab](#) in ICE.gov/SEVP's Schools section to determine what to submit in lieu of accreditation.
- If your school is making edits to the recertification petition, you must also submit the evidence required for the adjudication of those fields with your recertification filing. The evidence a school needs to provide to SEVP depends on what is being updated, and whether or not the school is accredited. If a school fails to submit evidence at the same time it submits for recertification, SEVP will reject the recertification submission. Refer to the Filing Evidence Guides for Accredited and Non-accredited Schools on the [Petition Updates tab](#) as well as the Additional Evidence Guide on the [Recertification tab](#) in ICE.gov/SEVP's Schools section.

### Print and Sign the Form I-17

- Print the Form I-17.
- The Form I-17 requires signatures on the Form I-17 continuation page, "Certification and Signature by President, Owner, or Head of School," and the Form I-17A, "Record of Designated School Officials," page. Note: Signatures are required from the PDSO, all designated school officials and the president, owner or head of the school.



**☐ Submit for Recertification via SEVIS.**

- Electronically apply for recertification in SEVIS by selecting the Apply for Recertification link on the School Information page. This option is only available to the PDSO of the main site on the Form I-17.
- Upload the signed Form I-17 and all additional evidence (if applicable) in SEVIS.

See [Form I-17: Upload Evidence User Guide](#) for instruction on the upload process in SEVIS.

- By clicking the “Submit” button, you are attesting to the veracity of all information contained within the Form I-17.
- **NOTE:** Effective January 8, 2018, SEVP no longer accepts filing evidence via email. SEVP does not accept submissions sent via fax or U.S. mail.

**☐ Receive Notice of Confirmation of Complete Filing**

- After you upload your recertification package AND electronically file in SEVIS, you will receive a *Notice of Confirmation of Complete Filing* or a *Notice of Rejection of Filing* within three business days. If a notice is not received within three business days, please email [sevp@ice.dhs.gov](mailto:sevp@ice.dhs.gov).
  - A Notice of Rejection of Filing indicates errors in the package submitted. Your application in SEVIS will be cancelled. You will be required to make the necessary corrections stated in the notice and resubmit your recertification package.
  - A Notice of Confirmation of Complete Filing explains that your school has completed the requirements for recertification submission and there is nothing further needed at this time.

**Upon receiving a Notice of Confirmation of Complete Filing,  
you have successfully filed for recertification!**



## **SEVP Recertification Filing Notes**

- SEVP strongly recommends submitting in SEVIS and submitting your recertification package at least 30 days prior to the certification expiration date. This will allow SEVP time to process your package and contact you if there are any errors.
- A complete recertification package consists of:
  - Schools with an active SEVP-identified or ED-recognized accreditation, as listed on the Form I-17 petition:
    - Signed Form I-17 petition uploaded to SEVIS.
    - Submission of the recertification application SEVIS.
    - Evidence supporting any edits made to the recertification petition uploaded to SEVIS.
  - Schools without SEVP-identified accreditation or ED-recognized accreditation:
    - Evidence in lieu of accreditation and signed Form I-17 petition uploaded via SEVIS.
    - Evidence supporting any edits made to the recertification petition uploaded via SEVIS.
    - Submission of the recertification application in SEVIS.