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# Student and Exchange Visitor Program

## SEVP Developments



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# A Recertification Primer



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## Agenda

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



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## Overview

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



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## Recertification Highlights

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



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## Before Recertification...

### Data Integrity Petition Updates



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## Data Integrity

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



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## Petition Updates

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



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## Form I-17 Adjudicable Fields

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



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## Form I-17 Adjudicable Fields

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



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## Recertification Process Phase 2



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## Recertification Process

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



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## Step 1...

# Recertification Notice



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# Recertification Instruction

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



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Dear School Officials:

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

### Notifications

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

### Updates

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

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

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

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

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

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

## Instructions for Recertification

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

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

If the information contained within Form I-17 accurately reflects your school and its operation, submit all three via e-mail at: [RECERT.SEVIS@DHS.GOV](mailto:RECERT.SEVIS@DHS.GOV), or via FAX at (877) 268-5563.

### **AND**

File for Recertification via SEVIS by clicking the SUBMIT button.

All documents must be received at the same time, and received no later than 11:59 p.m. Eastern Standard Time on the day prior to the CED. Petitions received on the CED will not be accepted.

### After Submitting the Petition for Recertification

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

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

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

### Questions

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

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## Step 2...

# Review and Update



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## Update

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



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**Update Pending Statement**

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

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

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

I will update SEVP with the following information:

---

---

---

---

Printed name PDSO

Signature of PDSO

Date

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## Fee Requirements

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



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## Step 3...

# Recertification Package



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# Recertification Process

# Attestation Statement



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**Recertification Attestation Statement**

I, \_\_\_\_\_, Primary Designated School Official (PDSO) of \_\_\_\_\_, an institution certified by the Student and Exchange Visitor Program (SEVP), attest that the following is true:

**I. RECERTIFICATION**

The attached Form I-17 is true and accurate and is one of the documents submitted in petition for recertification of my institution's participation in SEVP. I have read, understand, and comply with all Federal regulations relating to nonimmigrant students.

I understand that SEVP may request additional evidence as requested for Recertification, and that the submission of this statement does not complete the Recertification process.

Additionally, I attest that:

- My institution is accredited by the following nationally recognized accrediting agency**  
\_\_\_\_\_
- My institution is licensed, authorized, registered, or exempt from registration by the following state regulatory agency**  
\_\_\_\_\_

**I am a citizen / lawful permanent resident of the United States and maintain copies of a passport, birth certificate and/or green card for myself and all DSOs employed by my institution. Additionally, copies of these documents are readily accessible and are available to the SEVP upon request.**

\_\_\_\_\_  
Printed name of PDSO

\_\_\_\_\_  
Signature of PDSO

\_\_\_\_\_  
Date

**II. WITHDRAWAL**

- I choose not to recertify and acknowledge that upon receipt of this attestation, SEVP will proceed to withdraw this school's Certification from SEVIS by issuing an Automatic Withdrawal to this school.**

\_\_\_\_\_  
Printed name of PDSO

\_\_\_\_\_  
Signature of PDSO

\_\_\_\_\_  
Date

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## Attestation Statement

- **Accreditation**
- **Operating Authority**
- **Withdrawal**
- **Signature**



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# Recertification Process

# Data Document



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<b>University</b>		
1234 University Drive, Anytown USA		
	<b>Current Information</b>	<b>Corrections</b>
<b>General information:</b>	(202) 000-0000	
<b>Website:</b>	<a href="http://www.sevpuniversity.com">www.sevpuniversity.com</a>	
<b>Type:</b>	4-year, Private not-for-profit	
<b>Awards offered:</b>	Less than one year certificate	
	One but less than two years certificate	
	Associate's degree	
	Bachelor's degree	
	Postbaccalaureate certificate	
	Master's degree	
	Post-master's certificate	
	Doctor's degree	
	First-professional degree	
<b>Number of Applicants</b>	13,000	
<b>Campus housing:</b>	Yes	
<b>Student population:</b>	25,116 (10,590 undergraduate)	
<b>Student-to-faculty ratio:</b>	14 to 1	
<b>Accreditation</b>	Commission on Higher Education	
<b>Program(s) Offered</b>	Law	
	Psychology	
	Speech - Language Pathology	
	Health Services Administration	
	Nursing	
	Medicine	
	Teach Education	
<b>Tuition and fees</b>	\$40,000	
<b>Special Learning Opportunities</b>	ROTC (Navy)	
	Distance learning opportunities	
	Study abroad	
<b>Student Services</b>	Academic/career counseling service	
	Employment services for students	
	Placement services for completers	
<b>Credit Accepted</b>	Dual credit	
	Advanced placement (AP) credits	
	PDSO Signature:	
	Date:	

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## Data Document

- **National Center for Education and Statistics document**
- **Integrated Post Secondary Education Data System (IPEDS)**
  - Title 4 Accredited schools
  - Used to validate information contained within the Form I-17
- **Information entered by Keyholder**



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## Data Document

- **Shortcut to review Form I-17**
- **Not using IPEDS to Recertify**
- **Familiarize yourself with vetted data**
- **Prepare for SEVIS II**
  - CIP Codes
  - Data Migration
- **Make correction on document**
- **Sign document**



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# Recertification Process

## Form I-17 Supplemental Pages A and B



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## Form I-17

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



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## Recertification Package

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



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## Step 4...

# Submit Package



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## Recertification Submission

- **Electronic Submission**
  - **E-mail – [RECERT.SEVIS@DHS.GOV](mailto:RECERT.SEVIS@DHS.GOV)**
  - **FAX – Dedicated Recertification server**
    - 11:59 p.m. Eastern Standard Time
    - Prior to CED
- AND*
- **Submit via SEVIS**
    - Recertification
    - SEVIS submission only sends Form I-17



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## Step 5...

# Outcomes



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## Recertification Process

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



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## Recertification Process

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



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## Adjudication

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



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## Adjudication

- **Meet school reporting and record keeping requirements (updates)**
- **Meet student reporting requirements**
- **Conduct validation studies to include:**
  - Data fix requests
  - SEVIS
  - Other sources
- **Anomalies**
- **PDSO/DSO Actions**
- **Site Review at SEVP discretion**



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## Request for Evidence

- RFE will only be sent for clarification of information or evidence provided
- RFE will NOT be sent to request missing items
- 15 days to respond to the RFE
- Automatic Withdrawal at close of 15 day response period if no evidence is received



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SEVP Recertification Scorecard (DRAFT)		
Applicant Name: _____		
Criterion	Rating	
<b>Section 1. School Bona Fides</b>		
Accreditation	0	
<b>Or Licensure (Local, State, Federal)</b>	1	
1. Financial Statements	Y	
2. Facilities	Y	
3. Teacher Qualifications	Y	
4. Attendance and Grading Policies	Y	
5. Course Catalogs	Y	
<b>Or Non-Accredited</b>	0	
1. Financial Statements	-	
2. Facilities	-	
3. Teacher Qualifications	-	
4. Attendance and Grading Policies	-	
5. Course Catalogs	-	
6. 3 Letters from Employer (M) or Higher Education	-	
7. State/Local Approval to Operate as a School	-	
	1	
	<b>Proceed</b>	
<b>Section 2. Ownership</b>		
Ownership Change Reported in 60 Days?	1	
	<b>Proceed</b>	
<b>Section 3. School Reporting</b>		
Completed Updates?	1	
Correct I-20 Issuance - Programs?	1	
Correct I-20 Issuance - Visas?	1	
<b>Section 4. Student Reporting</b>		
Students have physical location address that is different from school physical address?	1	
Student name accurate?	1	
Student birth date accurate?	1	
<b>Total Score</b>	<b>8</b>	
<b>Stoplight Rating</b>	<b>PASS</b>	-
Date July 16, 2008		
Name	<u>Joan D. Adjudicator</u>	_____
		Signature

**Bona Fides:**  
*Hard Fail*

**Ownership:**  
*Hard Fail*

**School Reporting:**  
*Soft Pass*

**Student Reporting:**  
*Soft Pass*

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## Recertification Outcomes

- **Approval**
  - Notice of Recertification
  - CED does not change once it is issued
- **Recertification Denial**
  - Motion to Reopen or Reconsider
  - Appeal
- **Fail to submit Recertification package**
  - Automatic Withdrawal
  - No Appeal Rights



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## Recertification Denial

- **A denial occurs**
  - If the petitioning school fails to establish bona fides or
  - Fails to report a change in ownership within 60 days
- **School maintains SEVIS access until the appeal options are exhausted**
- **All denied schools are responsible for current F and M students**
  - DSOs must advise students of their options
  - Assist students with transfers to other SEVP-approved schools
  - Follow instructions given in the notice served



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## Recertification Approval

- **Your school meets the minimum SEVP certification requirements**
- **CED will not change**
- **SEVP will continue to conduct compliance as necessary**



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## Voluntary and Automatic Withdrawal

- **Voluntary Withdrawal**
  - May be requested at any time
  - The president, owner, head of the school, or PDSO must send SEVP a request for withdrawal on official school letterhead
- **Automatic Withdrawal for petition abandonment**
  - Not submitting a package or submitting an incomplete package by CED is considered abandonment
  - Failure to petition for recertification cannot be appealed



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## Review

- **Review Form I-17 prior to receiving Recertification Notice and submit updates if necessary**
- **Submit Form I-17, Attestation Statement and Data Document all at one time prior to CED**
- **Electronic submission**
- **15 days to respond to RFE**
- **You will receive Notice of Completion of Filing if filed correctly**
- **You will receive Notice of Recertification**
- **Questions for Recertification**
  - [RECERT.SEVIS@DHS.GOV](mailto:RECERT.SEVIS@DHS.GOV)
  - 703-603-3591



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# Denial – Failure to Submit Complete Package

Applicant Name	Lake Wobegon Elementary		
Criterion	Rating		
<b>Section 1. School Bona Fides</b>			
<b>Accreditation</b>	<b>0</b>		
<b>Or Licensure (Local, State, Federal)</b>	<b>0</b>		
1. Financial Statements	0		
2. Facilities	0		
3. Teacher Qualifications	0		
4. Attendance and Grading Policies	0		
5. Course Catalogs	0		
<b>Or Non-Accredited</b>	<b>0</b>		
1. Financial Statements	1		
2. Facilities	1		
3. Teacher Qualifications	1		
4. Attendance and Grading Policies	1		
5. Course Catalogs	1		
6. 3 Letters from Employer (M) or Higher Education	1		
7. State/Local Approval to Operate as a School	0		
	<b>0</b>		
	<b>Deny Recertification</b>		
<b>Section 2. Ownership</b>			
Ownership Change Reported in 60 Days?	1		
	<b>Proceed</b>		
<b>Section 3. School Reporting</b>			
Completed Updates?	1		
Correct I-20 Issuance - Programs?	1		
Correct I-20 Issuance - Visas?	1		
<b>Section 4. Student Reporting</b>			
Students have physical location address that is different from school physical address?	1		
Student name accurate?	1		
Student birth date accurate?	1		
<b>Total Score</b>	<b>7</b>		
<b>Stoplight Rating</b>	<b>PASS</b>	-	-

Unaccredited private, elementary school



Did not provide evidence of state/local approval to operate

# Denial – Failure to Report Change in Ownership

B	D	E	G	H
<b>SEVP Recertification Scorecard (DRAFT)</b>				
<b>Applicant Name</b>		Amy's School of Taxidermy		
<b>Criterion</b>		<b>Rating</b>		
<b>Section 1. School Bona Fides</b>				
<b>Accreditation</b>		0		
<b>Or Licensure (Local, State, Federal)</b>		0		
1. Financial Statements		0		
2. Facilities		0		
3. Teacher Qualifications		0		
4. Attendance and Grading Policies		0		
5. Course Catalogs		0		
<b>Or Non-Accredited</b>		1		
1. Financial Statements		1		
2. Facilities		1		
3. Teacher Qualifications		1		
4. Attendance and Grading Policies		1		
5. Course Catalogs		1		
6. 3 Letters from Employer (M) or Higher Education		1		
7. State/Local Approval to Operate as a School		1		
		1		
		<b>Proceed</b>		
<b>Section 2. Ownership</b>				
Ownership Change Reported in 60 Days?		0		
		<b>Deny</b>		
<b>Section 3. School Reporting</b>				
Completed Updates?		1		
Correct I-20 Issuance - Programs?		1		
Correct I-20 Issuance - Visas?		1		
<b>Section 4. Student Reporting</b>				
Students have physical location address that is different from school physical address?		1		
Student name accurate?		1		
Student birth date accurate?		1		
<b>Total Score</b>		<b>8</b>		
<b>Stoplight Rating</b>		<b>PASS</b>	-	-

Unaccredited vocational school

Did not report ownership change within 60 days



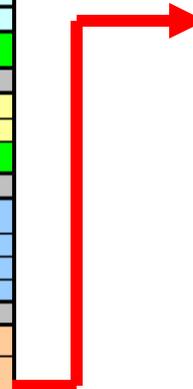
# Conditional Pass – Poor Student Reporting

B	D	E	G	H
<b>SEVP Recertification Scorecard (DRAFT)</b>				
<b>Applicant Name</b>	<b>Michigan University of Pennsylvania</b>			
<b>Criterion</b>				<b>Rating</b>
<b>Section 1. School Bona Fides</b>				
<b>Accreditation</b>				<b>1</b>
<b>Or Licensure (Local, State, Federal)</b>				<b>0</b>
1. Financial Statements				0
2. Facilities				0
3. Teacher Qualifications				0
4. Attendance and Grading Policies				0
5. Course Catalogs				0
<b>Or Non-Accredited</b>				<b>0</b>
1. Financial Statements				0
2. Facilities				0
3. Teacher Qualifications				0
4. Attendance and Grading Policies				0
5. Course Catalogs				0
6. 3 Letters from Employer (M) or Higher Education				0
7. State/Local Approval to Operate as a School				0
				<b>1</b>
				<b>Proceed</b>
<b>Section 2. Ownership</b>				
Ownership Change Reported in 60 Days?				1
				<b>Proceed</b>
<b>Section 3. School Reporting</b>				
Completed Updates?				1
Correct I-20 Issuance - Programs?				1
Correct I-20 Issuance - Visas?				1
<b>Section 4. Student Reporting</b>				
Students have physical location address that is different from school physical address?				0
Student name accurate?				0
Student birth date accurate?				0
<b>Total Score</b>				<b>4</b>
<b>Stoplight Rating</b>	-	<b>Conditional Pass</b>	-	-

Accredited  
higher  
education

Errors in  
student  
addresses,  
names, dates  
of birth

Approval letter  
notes  
inconsistencies



# Unconditional Pass

B	D	E	G	H
<b>SEVP Recertification Scorecard (DRAFT)</b>				
<b>Applicant Name</b>		<b>Academy of Educational Excellence</b>		
<u>Criterion</u>		<u>Rating</u>		
<b>Section 1. School Bona Fides</b>				
<b>Accreditation</b>		<b>0</b>		
<b>Or Licensure (Local, State, Federal)</b>		<b>0</b>		
1. Financial Statements		0		
2. Facilities		0		
3. Teacher Qualifications		0		
4. Attendance and Grading Policies		0		
5. Course Catalogs		0		
<b>Or Non-Accredited</b>		<b>1</b>		
1. Financial Statements		1		
2. Facilities		1		
3. Teacher Qualifications		1		
4. Attendance and Grading Policies		1		
5. Course Catalogs		1		
6. 3 Letters from Employer (M) or Higher Education		1		
7. State/Local Approval to Operate as a School		1		
		<b>1</b>		
		<b>Proceed</b>		
<b>Section 2. Ownership</b>				
Ownership Change Reported in 60 Days?		1		
		<b>Proceed</b>		
<b>Section 3. School Reporting</b>				
Completed Updates?		1		
Correct I-20 Issuance - Programs?		1		
Correct I-20 Issuance - Visas?		1		
<b>Section 4. Student Reporting</b>				
Students have physical location address that is different from school physical address?		1		
Student name accurate?		1		
Student birth date accurate?		1		
<b>Total Score</b>		<b>8</b>		
<b>Stoplight Rating</b>		<b>PASS</b>	-	-

Unaccredited  
ESL

Fully  
compliant

No further  
action required

# **Question and Answer Session**