

# User Manual for School Users of the Student and Exchange Visitor Information System (SEVIS): Form I-17

Version: 1.2

Date: May 13, 2016



**Homeland  
Security**



## REVISION HISTORY

As of March 18, 2016, the update of this manual is no longer tied to the deployment of new releases in SEVIS. This allows for more timely updates of information in this manual and also removes the need to release a new version of the manual if a particular SEVIS release did not change any functions in SEVIS for the user.

Version	Date	Name of Author(s)	Summary of Changes
1.1	5/13/2016	Helene Robertson	Minor corrections to <a href="#">DSO Update</a> section
1	3/18/2016	Helene Robertson	Revised section on <a href="#">Pay Fees Related to the Form I-17</a>

### Previous Revisions

Version	Date	Name of Author	Summary of Changes
6.23	01/12/2015	Rita Feet	Updated Section 2 to describe new look to <a href="#">SEVIS Page Components</a> and <a href="#">Navigation Bar</a> ; and Section 4 <a href="#">Password Reset</a> and <a href="#">Login page</a> .
6.23	12/21/2015	Helene Robertson	Added Section on <a href="#">Manage School Officials</a> and modified section on Update page 4 and 5 of Application, corrected screenshots and text for I-17 pages 2 and 3 to reflect guidance given by School Certification Unit.
6.23	12/04/2015	Helene Robertson	Added <a href="#">PDSO/DSO Annual Verification</a> Section
6.23	10/15/2015	Rita Feet	Edited Section 2, <a href="#">SEVIS Page Components</a> to remove duplicate subsections and changed word "screen" for "page" throughout user manual.
6.22	8/21/2015	Rita Feet	Updated table <a href="#">of PDSO/DSO roles and responsibilities</a>
6.21	6/26/2015	Helene Robertson	Updated <a href="#">Assign Campus Officials</a> section to removed reference to limitation on number of DSOs per campus.
6.20	4/8/2015	Robin Ciapponi	<a href="#">Password</a> content updated.
6.17	7/23/2014	Robin Ciapponi	Changed Release number and Date on cover to reflect release date

6.17	6/7/2014	Helene Robertson	Updated text for reusing <a href="#">passwords</a> .
6.16	4/18/2014	Jared Allen	<a href="#">Updated Section on Page 2 of I-17 re: Accreditations/Recognitions</a> ; Added Table of Appendices

## TABLE OF CONTENTS

<b>1</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	Resources.....	1
1.2	Purpose of SEVIS .....	1
1.3	Privacy Act Considerations .....	2
1.4	Security Reminder .....	2
1.5	Acronyms .....	3
1.6	Disclaimer.....	3
1.7	Description of System Functions.....	3
<b>2</b>	<b>OVERVIEW OF SEVIS PAGE COMPONENTS.....</b>	<b>3</b>
2.1	SEVIS Listing of Schools.....	4
2.2	Standard Page Components .....	6
2.3	Navigation Bar – SEVIS ID Search .....	6
2.4	Expand/Collapse Views.....	7
2.4.1	Expanded View .....	8
2.4.2	Collapsed View .....	8
<b>3</b>	<b>ONLINE HELP FUNCTIONS.....</b>	<b>9</b>
3.1	Online Help Table of Contents .....	10
3.2	Online Help Index .....	10
3.3	Search Online Help.....	11
3.4	Hide/Show the Left Pane .....	11
3.5	Jumps .....	11
3.6	Close Online Help .....	11
3.7	Printing Online Help Topics.....	11
3.8	Tutorials.....	12
<b>4</b>	<b>ACCESSING SEVIS .....</b>	<b>12</b>
4.1	Guidelines for Passwords .....	13
4.1.1	General Password Information.....	13
4.1.2	Password Standards .....	13
4.1.3	Password Reminder.....	14
4.1.4	Change Password .....	14

4.1.5 Password Reset .....	16
4.1.6 PDSO Password Reset for a DSO .....	20
4.2 Log into SEVIS .....	23
4.3 Log Out of SEVIS .....	24
4.4 Inactive User Alert .....	25
<b>5 UPDATE AN APPLICATION (FORM I-17).....</b>	<b>25</b>
5.1 Guidelines for Updating an Application (Form I-17).....	30
5.2 Update Page 1 of an Application (Form I-17).....	30
5.3 Update Page 2 of an Application (Form I-17).....	34
5.4 Update Page 3 of an Application (Form I-17).....	37
5.5 Update Page 4 of an Application (Form I-17).....	42
5.6 Update Page 5 of an Application (Form I-17).....	43
5.6.1 Add a New Campus .....	43
5.6.2 Update a Campus .....	45
5.6.3 Delete a Campus .....	46
5.6.4 Assign Campus Officials .....	46
5.6.6 Submit Updates to an Application (Form I-17) .....	49
5.7 View Pending Updates .....	50
5.8 DHS Adjudication .....	52
5.9 View Event History .....	52
<b>6 MANAGE SCHOOL OFFICIALS.....</b>	<b>52</b>
6.1 General Information about Managing School Officials .....	52
6.1.1 Importance of Careful Planning.....	53
6.1.2 Regulations and SEVP Guidance.....	53
6.2 Add School Official.....	54
6.2.1 Process at a Glance: Add School Official.....	55
6.2.2 Proof of U.S. Citizenship/Lawful Permanent Residence Status .....	55
6.2.3 Add School Official .....	55
6.2.4 Notification of New Officials .....	61
6.2.5 Adding School Officials When the Form I-17 is Locked or the PDSO is NOT Available.....	63
6.3 Assign or Reassign Campus Roles .....	64

6.3.1 Assign Roles .....	65
6.3.2 PDSO vs. DSO Roles and Responsibilities .....	66
6.4 Update School Officials .....	68
6.5 Delete School Official.....	70
6.6 Email Documents to SEVP .....	73
6.7 Required Signatures.....	73
<b>7 PDSO/DSO ANNUAL VERIFICATION.....</b>	<b>74</b>
7.1 Annual Verification Overview .....	74
7.1.1 Key Facts.....	75
7.1.2 Annual Verification Period at a Glance .....	75
7.1.3 Officials Authorized to Complete the DSO Verification.....	75
7.2 Basic Verification Process.....	76
7.3 Variations on the Process .....	79
7.3.1 Schools with a PDSO, but no DSOs .....	79
7.3.2 Multiple Campuses Schools with Different PDSOs at Different Campuses .....	79
7.3.3 PDSOs/DSOs Who Use the Same User Name and Password as ROs/AROs.....	80
7.4 Failure to Verify by March 2 .....	80
7.5 Notifications to School Officials .....	80
7.5.1 Notifications within SEVIS .....	81
7.5.2 SEVIS-Generated Emails.....	82
7.5.3 Broadcast Messages .....	84
<b>8 RECERTIFICATION APPLICATION (FORM I-17) OVERVIEW .....</b>	<b>85</b>
8.1 Initiate and Submit a Recertification Application (Form I-17).....	87
<b>9 REQUEST FOR EVIDENCE-EDIT SCHOOL.....</b>	<b>89</b>
<b>10 PAY FEES RELATED TO THE FORM I-17.....</b>	<b>89</b>
10.1 Enter Payment Information via Plastic Card .....	94
10.1.1 Authorize Payment via Plastic Card .....	97
10.2 Enter Payment Information via ACH.....	99
10.2.1 Authorize Payment via ACH .....	102
<b>11 REGISTER TO USE SEVIS BATCH INTERFACE.....</b>	<b>103</b>
<b>12 OPERATING INSTRUCTIONS.....</b>	<b>104</b>

12.1 Initiate Operation.....104

12.2 Maintain Operation.....104

12.3 Terminate and Restart Operations .....104

**13 ERROR HANDLING .....105**

**14 HELP FACILITIES.....105**

## **LIST OF APPENDICES**

Appendix A: Acronyms and Abbreviations.....	106
Appendix B: Download the Latest Version of Adobe Flash Player .....	107
Appendix C: Download the Latest Version of Adobe Acrobat Reader .....	108
Appendix D: Sample Certification Application (Form I-17).....	109

**LIST OF EXHIBITS**

Exhibit 1: SEVIS Sign In Page ..... 3

Exhibit 2: Listing of Schools Page..... 4

Exhibit 3: Navigation Bar – SEVIS ID Search Field..... 6

Exhibit 4: Invalid SEVIS ID Entry Alert Message ..... 7

Exhibit 5: No Matching Records Found SEVIS ID Message ..... 7

Exhibit 6: Expanded View of Nonimmigrant’s Personal Information ..... 8

Exhibit 7: Collapsed View of Nonimmigrant’s Personal Information ..... 9

Exhibit 8: Help Page ..... 10

Exhibit 9: Set Password Page ..... 13

Exhibit 10: Password Change Reminder ..... 14

Exhibit 11: Change Password Link..... 15

Exhibit 12: Change Password Fields ..... 15

Exhibit 13: Change Password Confirmation..... 16

Exhibit 14: SEVIS Sign In Page with Forgot Your Password Link ..... 17

Exhibit 15: Request Password Reset Page ..... 18

Exhibit 16: Request Password Reset Page with Instructions ..... 19

Exhibit 17: Reset Password Reset OK..... 19

Exhibit 18: Change Password Fields ..... 20

Exhibit 19: Change Password Confirmation..... 20

Exhibit 20: Request Password Reset for DSOs Link ..... 21

Exhibit 21: Request Password Reset..... 21

Exhibit 22: Request Password Reset..... 22

Exhibit 23: Request Password Reset Link Disappears ..... 22

Exhibit 24: SEVIS Login Page ..... 23

Exhibit 25: Main Page for School and Program Sponsor User ..... 24

Exhibit 26: Logout Link..... 25

Exhibit 27: Listing of Schools Page..... 26

Exhibit 28: School Information Page..... 29

Exhibit 29: Contact Information (Page 1 of 5) ..... 31

Exhibit 30: Program/ Course Information (Page 2 of 5)..... 35

Exhibit 31: Program/Course Information (Page 3 of 5)..... 38

Exhibit 32: School Official Information (Page 4 of 5) ..... 42

Exhibit 33: Campus Information (Page 5 of 5)..... 43

Exhibit 34: Add Campus Page ..... 44

Exhibit 35: Listing of Schools Page..... 47

Exhibit 36: School Information Page ..... 47

Exhibit 37: View Draft Update Page ..... 48

Exhibit 38: Submit I-17 Certification Page ..... 49

Exhibit 39: School Information Page..... 50

Exhibit 40: Update page..... 51

Exhibit 41: School Official Information Page ..... 56

Exhibit 42: Add Official Page..... 56

Exhibit 43: Add Existing Official Search Page ..... 58

Exhibit 44: Add Existing Official Results Page ..... 58

Exhibit 45: School Official Information Page with Added Official ..... 59

Exhibit 46: Campus Information Page..... 59

Exhibit 47: Assigning Campus Officials Page..... 60

Exhibit 48: Submit I-17 Confirmation Page ..... 61

Exhibit 49: Email Notification of User Name and Role ..... 61

Exhibit 50: Email Notification of Password Requirements ..... 62

Exhibit 51: Change Password Page ..... 62

Exhibit 52: School Official Compliance Agreement Page ..... 63

Exhibit 53: Campus Information Page..... 65

Exhibit 54: Assigning Campus Officials Page..... 65

Exhibit 55: Submit I-17 Confirmation Page ..... 66

Exhibit 56: SEVIS Roles and Responsibilities ..... 66

Exhibit 57: School Official Information Page ..... 69

Exhibit 58: Update Official Page ..... 69

Exhibit 59: Campus Information Page..... 70

Exhibit 60: Submit I-17 Confirmation Page ..... 70

Exhibit 61: School Official Information Page ..... 71

Exhibit 62: Delete Official Page ..... 71

Exhibit 63: School Official Information Page without Deleted Official ..... 72

Exhibit 64: Campus Information Page..... 72

Exhibit 65: Submit I-17 Confirmation Page ..... 73

Exhibit 66: Message Board with Annual Verification Notice ..... 76

Exhibit 67: Annotated DSO Verification Page ..... 76

Exhibit 68: Campus Listing of School Officials on DSO Verification Page ..... 77

Exhibit 69: Error Message DSO Verification ..... 78

Exhibit 70: Campus Listing of School Officials on Verification Page with Warning Message ... 78

Exhibit 71: Error Message – DSO Verification ..... 79

Exhibit 72: Message Board with Both F/M and J Verification Notices ..... 80

Exhibit 73: Message Board with Verification Notice Displayed ..... 81

Exhibit 74: Part of Campus Info Page Showing Verification Info ..... 81

Exhibit 75: Recertification Notification Page ..... 85

Exhibit 76: Listing of Schools Page with Recertification Symbol ..... 86

Exhibit 77: School Information Page – Apply for Recertification Link ..... 87

Exhibit 78: Apply for Recertification Page ..... 88

Exhibit 79: Recertification Application Submission Page ..... 89

Exhibit 80: Pay.gov Home Page ..... 90

Exhibit 81: Search Public Forms Page ..... 91

Exhibit 82: DHS SEVIS School Certification Payment Page ..... 92

Exhibit 83: Enter Payment Information Page - Plastic Card ..... 95

Exhibit 84: Authorize Payment Page - Plastic Card ..... 98

Exhibit 85: Enter Payment Information Page – ACH ..... 99

Exhibit 86: Authorize Payment Page – ACH ..... 102

## 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.

### 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 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 website:** <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* page located at <https://egov.ice.gov/sevis>. Alternatively, you can contact the SEVIS Help Desk at (800) 892-4829 (8 a.m. to 6 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 6 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.

## 1.7 Description of System Functions

The Sections 2-9 provide step-by-step instructions for using SEVIS. The section on [Update an Application \(Form I-17\)](#) provides directions for updating a school's application. The section on [Recertification Application \(Form I-17\) Overview](#) provides directions for initiating and submitting a recertification application.

## 2 OVERVIEW OF SEVIS PAGE COMPONENTS

This section explains the page components and functions that may be available on SEVIS pages.

From the *SEVIS Sign In* page at <https://egov.ice.gov/sevis/>, enter your **SEVIS User Name** and **Password** to log in to SEVIS. The [Accessing SEVIS](#) section provides more details.

### Exhibit 1: SEVIS Sign In Page

An official website of the U.S. government

**SEVIS** Student & Exchange Visitor Information System 1-800-892-4829 SEVIS Help Desk

**Sign In**

User Name:

Password:

By clicking "Login", you agree to our Security Consent

[Forgot Your Password?](#)

**Note:** If you have access to more than one school/campus, when you log in all schools will be listed on the *Main* page, which is titled *Listing of Schools*. Also, if you are authorized as both a school official and a program sponsor official, you will first be directed to a page 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* page, which lists all schools and/or campuses to which you are assigned.

## 2.1 SEVIS Listing of Schools

The *SEVIS Listing of Schools* page allows users to view and take action on any or all of the schools and campuses with which they are associated. It has the following features:

### Exhibit 2: Listing of Schools Page

The screenshot shows the SEVIS web interface. At the top, there is a browser toolbar (1) and a navigation bar with the SEVIS logo, user name 'Rita Feet' (2), and a 'Logout' button (3). Below this is a search bar (6) and a 'Change Password' link (7). The main content area is titled 'Listing of Schools' and contains several tabs: Alerts (8), Search, + New Student, Student Lists, Reports, and Downloads. A dropdown menu (9) is open, showing a selected school. Below the dropdown is a table (10) with columns for Select, Name of Campus, Campus Code, Location (City, State), and Role. The table lists two campuses: 'Main Alpha Campus' and 'SEVP Fairfax Second School'. A legend (11) explains the icons used in the table. At the bottom, there is a legend (12) explaining the icons used in the table.

Feature	Function
1. <b>Browser Toolbar</b>	Provides browser toolbar features used to access SEVIS. <b>Note:</b> Do not use the <b>Back</b> button on the browser toolbar to navigate through SEVIS.
2. <b>User Name</b>	Displays name of SEVIS user.
3. <b>Logout</b>	Used to exit SEVIS.

Feature	Function
<b>4. SEVIS Roles</b>	Displays roles of SEVIS user.
<b>5. Get Plug-Ins</b>	Used to access the plug-ins used by SEVIS.
<b>6. SEVIS ID Search</b>	Uses the SEVIS ID to search for a specific student or exchange visitor in any of the P/DSO and/or RO/ARO's approved schools and programs.
<b>7. Navigation Bar</b>	<p>Provides links to SEVIS pages:</p> <ul style="list-style-type: none"> <li>• Main – Returns user to <i>Listing of Schools</i> or <i>Listing of Programs</i> page.</li> <li>• Help – Opens the <i>SEVIS Online Help</i> page.</li> <li>• Message Board – Opens the <i>Broadcast Message Board</i> page.</li> <li>• Change Password – Opens the <i>Change My Password</i> page.</li> </ul> <p><b>Note:</b> The Bar has been removed from many of the SEVIS screenshots used in this manual.</p>
<b>8. Action Buttons</b>	<p>Opens the corresponding SEVIS page for the selected campus:</p> <ul style="list-style-type: none"> <li>• Alerts – Opens the <i>Alerts</i> page.</li> <li>• Search – Opens the <i>Search Students &amp; Dependents</i> page.</li> <li>• New Student – Opens the <i>Create Student Record</i> page.</li> <li>• Student Lists – Opens the <i>Student Lists</i> page.</li> <li>• Reports – Opens the <i>DSO Reports</i> page.</li> <li>• Downloads – Opens the <i>SEVIS Downloads</i> page.</li> </ul> <p><b>Note:</b> Due to system limitations, the Alert button is always visible, even if a school does not have any pending alerts.</p>
<b>9. School Drop-down Menu</b>	Lists all of the schools with which the P/DSO is associated. Click the drop-down arrow to select the school whose record(s) you want to access.
<b>10. School Name Hyperlink</b>	Opens the school's Form I-17 page.
<b>11. School Campuses List</b>	<p>Lists all of the campuses of the selected school where the P/DSO is associated. It displays:</p> <ul style="list-style-type: none"> <li>• Name of Campus</li> <li>• Campus Code</li> <li>• Location of the campus by city and state</li> <li>• Role of the current SEVIS user</li> </ul> <p>Select a particular campus by clicking the radio button before the campus name.</p>

Feature	Function
<b>12. Symbols Legend</b>	Explains the warning/alert symbols that may appear with a specific school or campus.

## 2.2 Standard Page Components

Additional page components, which are standard windows functionality, display on some SEVIS pages. They include:

- **Scroll Bar:** This is the part of a window that enables you to see additional information. SEVIS uses scroll bars on the bottom and/or the right side of some windows to navigate to a different part of a large page.
- **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 page within SEVIS.
- **Buttons:** These buttons allow you to process data and move between pages. SEVIS uses the following types of buttons:
  - **Command Buttons:** Click to execute a command. For example, clicking the **Print I-17** 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.

## 2.3 Navigation Bar – SEVIS ID Search

The **Navigation Bar – SEVIS ID Search** uses the SEVIS ID to search for a student or exchange visitor in any of the P/DSO and/or RO/ARO’s approved schools and programs. This search function is always available in the *Navigation Bar* for any user in SEVIS.

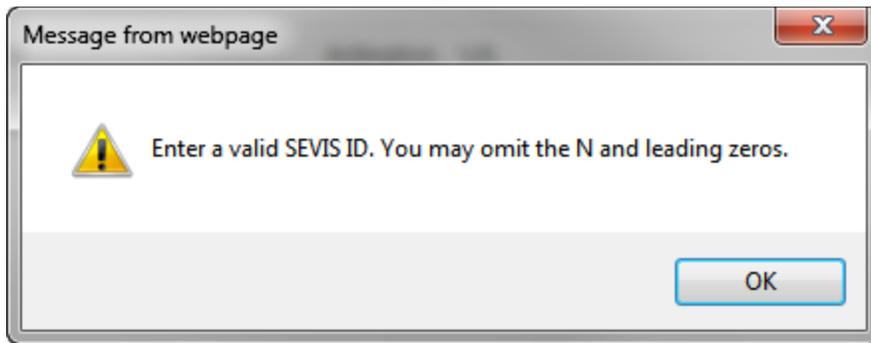
### Exhibit 3: Navigation Bar – SEVIS ID Search Field



Enter the nonimmigrant’s **SEVIS ID** number and click **Search** icon. The *SEVIS ID* field features include:

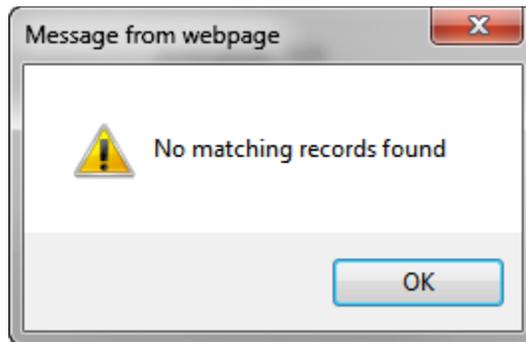
- The “N” and any leading zeros are optional.
- To erase the entire field, place the cursor in the box and click the **X** on the right side of the field.
- An Alert message appears with an invalid entry:
  - If you enter an incorrectly formatted SEVIS ID, you will receive an error message advising of the incorrect entry.

**Exhibit 4: Invalid SEVIS ID Entry Alert Message**



- If SEVIS cannot find a matching SEVIS ID number, you will receive a no matching record found message.

**Exhibit 5: No Matching Records Found SEVIS ID Message**



**2.4 Expand/Collapse Views**

Many SEVIS pages allow a user to expand or collapse part of the page to hide or display more information. Use the expand and collapse icons to change the views.

Icon		Purpose
	<b>Expand Icon</b>	Expands the section to display additional information, if available.

Icon		Purpose
	<b>Collapse Icon</b>	Close the section to hides additional information.

### 2.4.1 Expanded View

When opening a SEVIS action page, an expanded view of the nonimmigrant’s personal information displays.

### Exhibit 6: Expanded View of Nonimmigrant’s Personal Information

**Event History**

F-1 Student  
**Pryne, Hester**

SEVP School for Advanced SEVIS Studies -  
Main Alpha Campus  
Start Date: 07/01/2013 End Date: 05/31/2018

Status: **ACTIVE**  
SEVIS ID: **N0000137147**

GENDER	FEMALE	EMAIL	<a href="mailto:PHester@itsme.com">PHester@itsme.com</a>
DOB	08/24/1990		
PREFERRED NAME	Hester Pryne	U.S. ADDRESS	783 Pershing Drive
PASSPORT NAME			Apt. 12
COUNTRY OF BIRTH	GEORGIA		Arlington , VA 22201
CITIZENSHIP	GEORGIA		



Expand All

Search:

From:  To:  Filter

Event Name	Event Date	Resulting Status	Performed By
Personal Information Updated	01/08/2016 14:07:03	ACTIVE	Rita Feet
Telephone Information Added	01/08/2016 14:07:03	ACTIVE	Rita Feet
 E-Mail Address Update	01/08/2016 14:07:03	ACTIVE	Rita Feet
 Name Edited	01/08/2016 14:07:03	ACTIVE	Rita Feet
 Approved			DHS Official

To hide the nonimmigrant’s personal information, click the red, collapse icon to close the section.

### 2.4.2 Collapsed View

In the collapsed view, the nonimmigrant’s personal information is hidden, which gives more room on the page without having to use the scroll bar.

## Exhibit 7: Collapsed View of Nonimmigrant’s Personal Information

**Event History**

F-1 Student  
**Prynn, Hester**

SEVP School for Advanced SEVIS Studies -  
Main Alpha Campus  
Start Date: 07/01/2013    End Date: 05/31/2018

Status: **ACTIVE**  
SEVIS ID: **N0000137147**

---

Expand All

Search:

Enter the date range and click the button to filter by event date

From:  To:

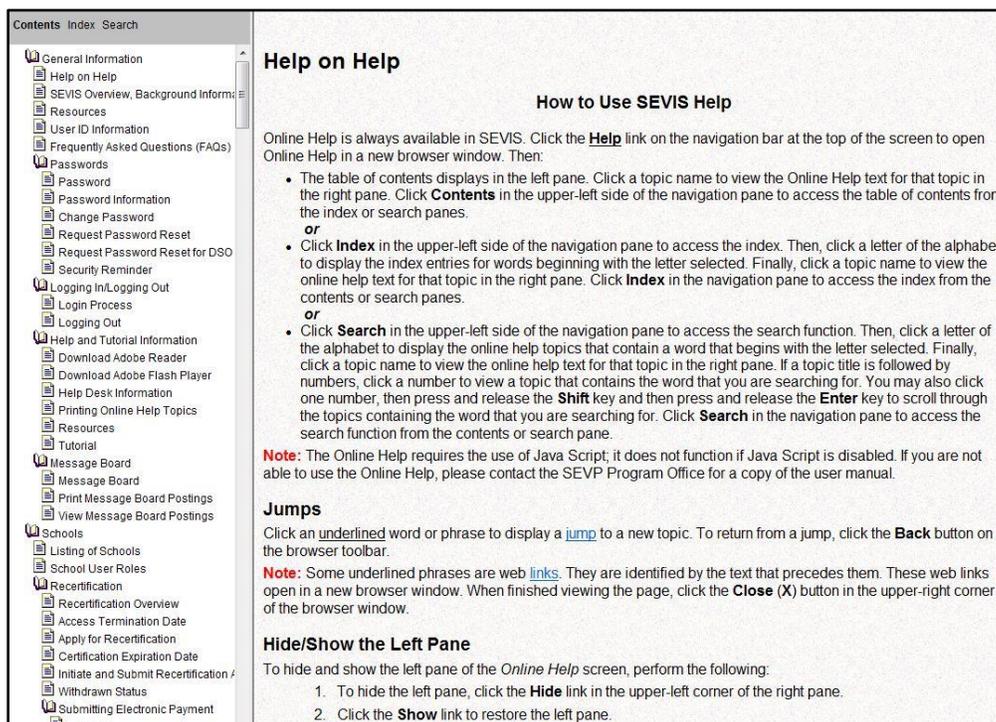
Event Name	Event Date	Resulting Status	Performed By
Personal Information Updated	01/08/2016 14:07:03	ACTIVE	Rita Feet
Telephone Information Added	01/08/2016 14:07:03	ACTIVE	Rita Feet
E-Mail Address Update	01/08/2016 14:07:03	ACTIVE	Rita Feet
Name Edited	01/08/2016 14:07:03	ACTIVE	Rita Feet
... Approved			DHS Official

To view additional nonimmigrant’s personal information, click the green, expand icon to open the section, if available.

### 3 ONLINE HELP FUNCTIONS

Online Help is always available by clicking the **Help** link on the navigation bar at the top of SEVIS pages. This opens a new browser window containing Online Help. The left pane (part of the window) contains a list of Online Help topics, and the right pane contains the text associated with the Online Help topic selected.

## Exhibit 8: Help Page



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

### 3.1 Online Help Table of Contents

To use the Online Help, perform the following steps:

1. Click the **Help** link on the navigation bar. The Online Help opens in a new browser window and the table of contents displays in the left pane.
2. Click a topic name to view the Online Help text for that topic in the right pane.
3. Click **Contents** in the upper-left side of the navigation pane to access the table of contents from the index or search pane.

### 3.2 Online Help Index

To use the index, perform the following steps:

4. Click **Index** in the upper-left side of the navigation pane to access the index.
5. Click a letter of the alphabet to display the index entries for words beginning with the letter selected.
6. Click a topic name to view the Online Help text for that topic in the right pane.
7. Click **Index** in the navigation pane to access the index from the contents or search pane.

### 3.3 Search Online Help

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

1. Click **Search** in the upper-left side of the navigation pane to access the search function.
2. Click a letter of the alphabet to display the Online Help topics that contain a word that begins with the letter selected.
3. Click a topic name to view the Online Help text for that topic in the right pane. If a topic title is followed by numbers, click a number to view a topic that contains the word that you are searching for. You may also click one number, then press and release the **Shift** key and then press and release the **Enter** key to scroll through the topics containing the word that you are searching for.
4. Click **Search** in the navigation pane to access the search function from the contents or index pane.

### 3.4 Hide/Show the Left Pane

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

1. To hide the left pane, click the **Hide** link in the upper-left corner of the right pane.
2. Click the **Show** link to restore the left pane.

### 3.5 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.

### 3.6 Close Online Help

Close Online Help by clicking the **Close** button in the upper-right corner of the *Help* page.

### 3.7 Printing Online Help Topics

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).

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

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

You may also print an Online Help topic using the following procedures:

1. Click anywhere in the right pane.

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.

### 3.8 Tutorials

To view a SEVIS demonstration, click the **Tutorial** link on the navigation bar. Follow the instructions on the demonstration pages. To close the demonstration at any time, click the **Close** button in the upper-right corner of the page. 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 B, Download the Latest Version of Adobe Flash Player.

## 4 ACCESSING SEVIS

SEVIS requires the use of Internet Explorer Version 5.0 (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 C, 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* page.

## Exhibit 9: Set Password Page

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. The section on [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* page.

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

### 4.1 Guidelines for Passwords

#### 4.1.1 General Password Information

As a U.S. government system, SEVIS must conform to the federal government’s security procedures. Every user who accesses SEVIS must follow these procedures. SEVIS User IDs are assigned to each user. Each user must keep the User ID secure and create a good, strong password. Do not share your SEVIS User ID and password. Keep your SEVIS User ID and password secure.

#### 4.1.2 Password Standards

Must Contain	Must NOT Contain
<ul style="list-style-type: none"> <li>• 8-16 characters</li> <li>• At least one alphabetic character</li> <li>• One numeric character</li> <li>• One of the following special characters: @, #, or \$</li> <li>• Non-numeric characters in the first and last positions</li> </ul>	<ul style="list-style-type: none"> <li>• Two consecutive identical characters</li> <li>• More than three consecutive characters from the previous password</li> <li>• Dictionary word or proper noun</li> <li>• Not be the same as the User ID</li> </ul>

**Note:** Do not re-use any of the past eight passwords.

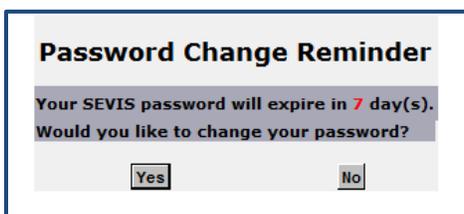


Passwords are **case sensitive**. If you create a password using a mix of upper and lowercase letters, you **must always** enter it the same way.

### 4.1.3 Password Reminder

Every 90 days your SEVIS password must be changed. When you log into SEVIS after 75 days (and up until 90 days), SEVIS displays a message. It asks if you would like to change your password.

#### Exhibit 10: Password Change Reminder



If you click **No**, you are logged into SEVIS. If you click **Yes**, the *Change Password* page opens. (See [Change Password](#), Step 2, for more information.)

**Note:** When you log into SEVIS after 90 days, you have no choice. You must immediately change your password.



Log into SEVIS at least every 45 days. This keeps your SEVIS User ID active. If your User ID is active, you can reset your own password.



Individuals who have not logged into SEVIS in 90 days must call the SEVIS Help Desk at **1-800-892-4829** to regain access.

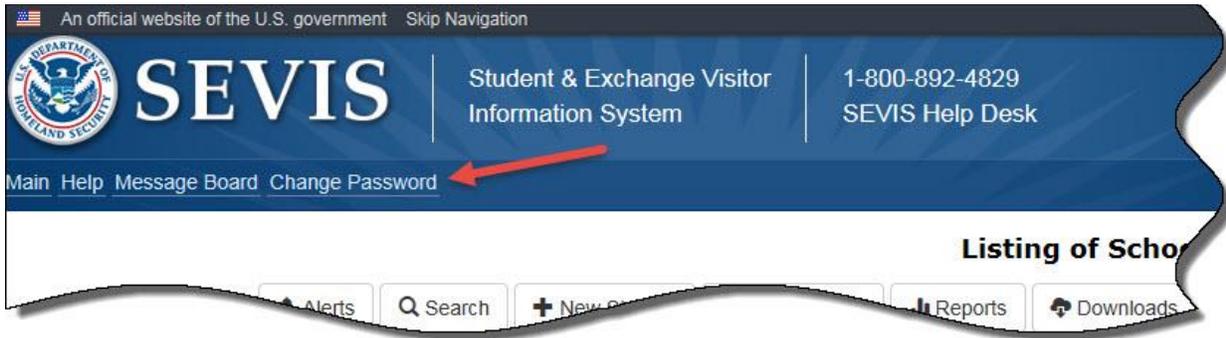
### 4.1.4 Change Password

Use the **Change Password** function in SEVIS, if your password has been compromised or you want to voluntarily change it.

To change a password voluntarily:

1. Log into SEVIS. The SEVIS *Navigation Bar* displays on the *SEVIS Listing of Schools* page (or any other page).

## Exhibit 11: Change Password Link



2. Click **Change Password**. The *Change Password* page opens.

## Exhibit 12: Change Password Fields

### Change Password

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

\*Old password:

\*New password:

\*Confirm new password:

3. Complete all three fields:

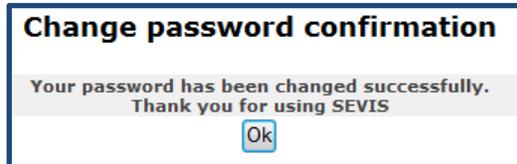
* <b>User Name:</b>	Your <b>User ID</b> .
* <b>New password:</b>	A unique password. Follow the <a href="#">password standards</a> to develop a password.
* <b>Confirm new password:</b>	The same unique password entered in the field above it.



If you change your mind and do not want to change your password, click on another link in the SEVIS header to leave this page.

4. Click **Change Password** to submit the change. A *Change password confirmation* message opens.

## Exhibit 13: Change Password Confirmation



Passwords are **case sensitive**. If you create a password using a mix of upper and lowercase letters, you **must always** enter it the same way.

**Note:** Use the new password the next time you want to log into SEVIS.



If you have trouble using SEVIS to change a password, contact the SEVIS Help Desk at **1-800-892-4829**.

### 4.1.5 Password Reset

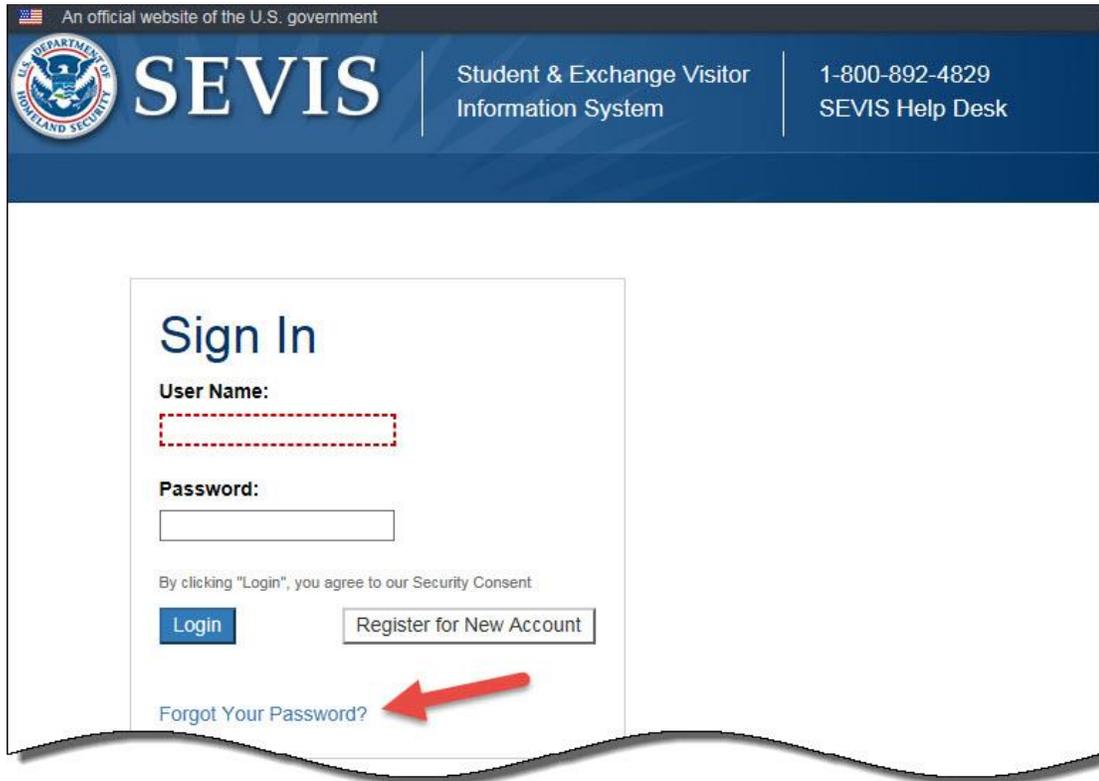
Reset your password from the SEVIS log in page if:

- You forgot your password.
- Your SEVIS account is locked due to three unsuccessful login attempts.
- Your password was compromised and the Change Password function cannot be used.
- You want to change your password without logging in to SEVIS.
- You are a PDSO who has not logged in to SEVIS in 45 days.

To reset your own SEVIS password:

1. Open the *SEVIS Login* page. [SEVIS URL: <https://egov.ice.gov/sevis>]

## Exhibit 14: SEVIS Sign In Page with Forgot Your Password Link



An official website of the U.S. government

 **SEVIS** | Student & Exchange Visitor Information System | 1-800-892-4829 SEVIS Help Desk

**Sign In**

User Name:

Password:

By clicking "Login", you agree to our Security Consent.

[Forgot Your Password?](#) 

2. Click the **Forgot Your Password** link. *The Request Password Reset page opens.*

## Exhibit 15: Request Password Reset Page

An official website of the U.S. government

**SEVIS** | Student & Exchange Visitor Information System | 1-800-892-4829 SEVIS Help Desk

### Request Password Reset

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

**User Type\***

- Certification by DHS to admit F and/or M Students
- Designation by DoS to admit J Exchange Visitors
- Government User

3. Select the radio button of your **User Type**. An expanded *Request Password Reset* page opens with instructions.

## Exhibit 16: Request Password Reset Page with Instructions

4. Enter your User ID in the *SEVIS User Name* field.
5. Click **Submit**. The Request Password Reset message confirms your request is being processed. SEVIS will email instructions for creating a new password.

**Note:** An email will be sent to the email address associated with this SEVIS user name. It will provide instructions for creating a new SEVIS password. The email will be valid for 30 days. A password must be created within 30 days of the date on the email.

## Exhibit 17: Reset Password Reset OK

**Note:** You do not have to click **OK**. However, if you do, the *SEVIS Login* page re-opens.

6. Locate and open the email message from SEVIS. It contains the link necessary to reset your password. Click the link located at the bottom of the message.
7. Click the reset password link. The *Change Password* page opens.

## Exhibit 18: Change Password Fields

8. Enter information into the three required fields.

- \*User Name:** Your **User ID**.
- \*New password:** A unique password, Follow the [password standards](#) to develop a password.
- \*Confirm new password:** The same unique password entered in the field above.

9. Click **Change Password** or **Cancel**:

- **Change Password:** Submits the change. SEVIS does one of the following:
  - Displays the *Change password confirmation* message, which indicates the password was changed successfully. Go to Step 9.

## Exhibit 19: Change Password Confirmation

- Displays the message: “*User is inactive due to 45 days of inactivity. Contact your PDSO or RO to request a password reset.*”
  - **Cancel:** Returns the user to the *SEVIS Login* page.
10. Click **Ok**. The *SEVIS Login* page opens. Use your new password to log into SEVIS.



If you have trouble using SEVIS to reset a password, contact the SEVIS Help Desk: **1-800-892-4829**.

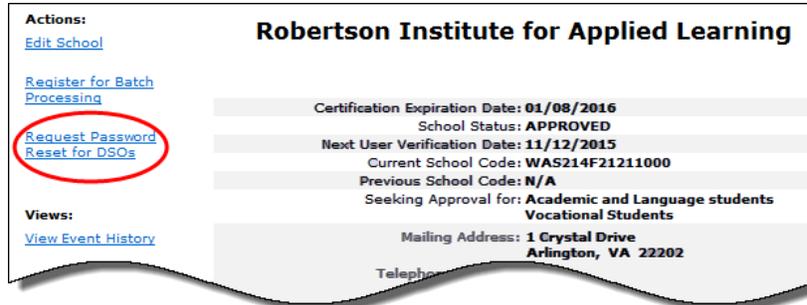
### 4.1.6 PDSO Password Reset for a DSO

PDSOs can request a password reset for DSOs who have not logged in to SEVIS in 45 days.

As a PDSO, to request a password reset for a DSO:

Navigate to the *School Information* page

## Exhibit 20: Request Password Reset for DSOs Link



1. Click the **Request Password Reset for DSOs** link. It is located on the left side of the page. The *School Official Information* page opens.

## Exhibit 21: Request Password Reset

School Official Information				
Official Name	Title	Telephone	Email Address	Command
Jared Allen	PDSO	222-222-2222	jared.a.allen@robertson.edu	<a href="#">Request Password Reset</a>
Roy Braine	PDSO	202-333-1452	roy.braine@robertson.edu	
Robin Ciapponi	PDSO	222-222-2222	robin.ciapponi@robertson.edu	
Rita Feet	PDSO	222-222-2222	rita.feet@robertson.edu	
Bob Johnson	Advisor	555-555-5555	bob.johnson@robertson.edu	<a href="#">Request Password Reset</a>
Ingrid Mercer	Advisor	703-585-5555	ingrid.mercer@robertson.edu	
Amy Moffitt	PDSO	222-222-2222	amy.t.moffitt@robertson.edu	
Helene Robertson	DSO	222-222-2222	helene.robertson@robertson.edu	<a href="#">Request Password Reset</a>
Sandra Winston	International Student Advisor	555-555-5555	sandra.winston@robertson.edu	<a href="#">Request Password Reset</a>
Sam Yosemite	Advisor	222-222-2222	stjohn@robertson.edu	<a href="#">Request Password Reset</a>

2. Click the **Request Password Reset** link for the person who needs a password reset. It is located in the Command column. The *Request Password Reset* page opens.

**Note:** The **Request Password Request** link only displays for DSOs who have not logged into SEVIS for more than 45 days.

## Exhibit 22: Request Password Reset

**Request Password Reset**

Last Name: Winston  
 First Name: Sandra  
 Middle Name:  
 Suffix:  
 The Official is: UNITED STATES CITIZEN  
 Title: International Student Advisor

Contact Information:  
 Address 1: 1 Crystal Drive  
 Address 2:  
 City: Arlington  
 State: VIRGINIA  
 Zip Code: 22209  
 Telephone Number: 555-555-5555  
 Email Address: [sandra.winston@sevis.state.gov](mailto:sandra.winston@sevis.state.gov)

By clicking the Request Password Reset button, an email will be sent to the email address for the user listed above, with instructions for resetting his/her password.

3. Click **Request Password Reset**. The *School Official Information* page opens.

**Note:** The **Request Password Reset** link is now gone from next to the DSO's name, on which you just requested a password reset.

## Exhibit 23: Request Password Reset Link Disappears

**School Official Information**

Official Name	Title	Telephone	Email Address	Command
Jared Allen	PDSO	222-222-2222	<a href="mailto:jared.allen@sevis.state.gov">jared.allen@sevis.state.gov</a>	<a href="#">Request Password Reset</a>
Roy Braine	PDSO	202-333-1452	<a href="mailto:roy.braine@sevis.state.gov">roy.braine@sevis.state.gov</a>	
Robin Ciapponi	PDSO	222-222-2222	<a href="mailto:Robin.Ciapponi@sevis.state.gov">Robin.Ciapponi@sevis.state.gov</a>	
Rita Feet	PDSO	222-222-2222		
Bob Johnson	Advisor	555-555-5555		<a href="#">Request Password Reset</a>
Ingrid Mercer	Advisor	703-585-5855		
Amy Moffitt	PDSO	222-222-2222		
Helene Robertson	DSO	222-222-2222		
Sandra Winston	International Student Advisor	555-555-5555	<a href="mailto:sandra.winston@sevis.state.gov">sandra.winston@sevis.state.gov</a>	
Sam Yosemite	Advisor	222-222-2222	<a href="mailto:sam.yosemite@sevis.state.gov">sam.yosemite@sevis.state.gov</a>	<a href="#">Request Password Reset</a>

The DSO's [Request Password Reset](#) link no longer displays.

4. SEVIS will:

- Send the DSO an email with a link to create a new SEVIS password.



If the DSO does not create a new password within 30 days of the date on the email, the reset link is no longer available to a PDSO. The DSO must then contact the SEVIS Help Desk that will send them an email with another reset link.

- Send an email to each PDSO for all the school/campuses to which the DSO is associated. The email states:
  - Name of the SEVIS user.

- “This is to advise you that a password reset request has been submitted for the user named above. This request was submitted because the user has not logged into SEVIS in 45 days or longer.”
- The user will receive an email with a link to a secure site that will allow him/her to reset their password and regain access to the system.
- If the user is no longer associated with your school or program, you need to remove the user from your list of officials.

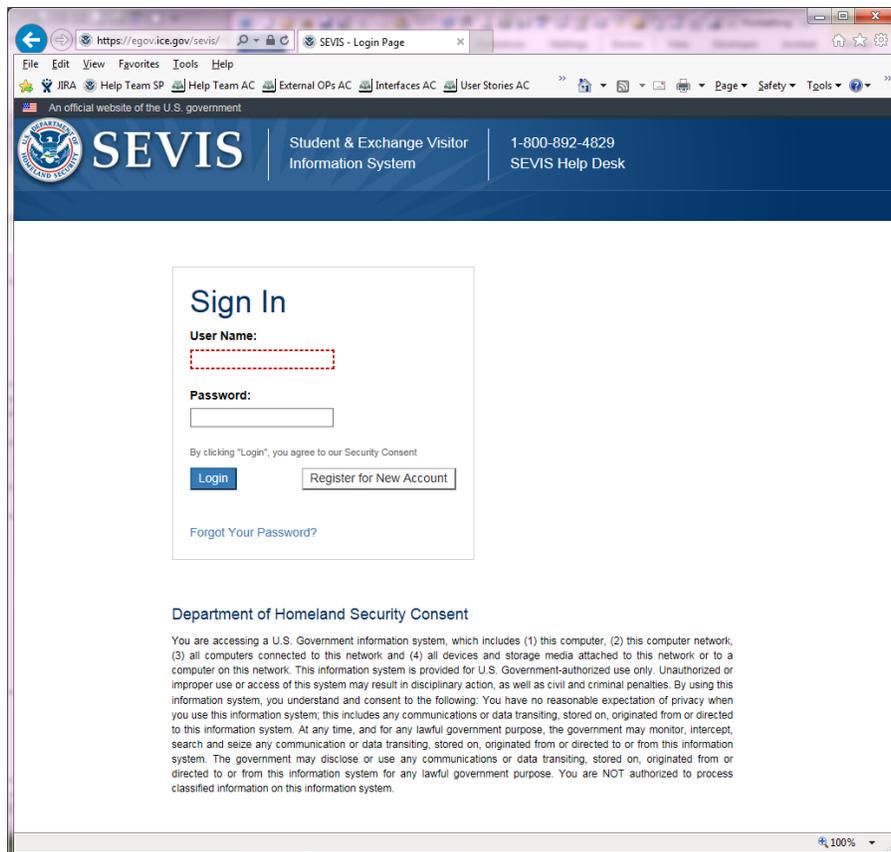
## 4.2 Log into SEVIS

When you access SEVIS via the Internet (<https://e.gov.ice.gov/sevis/>), a *Security Alert* page may open. Click the **Yes** button to continue to the *SEVIS Login* page.

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

**Note:** After 18 minutes of inactivity, a message will display informing you that your session is about to expire. Click **OK** to continue working in SEVIS. If you click this button after 20 minutes of inactivity, a message will display to inform you that your session has expired. Click **OK** to open the *SEVIS Login* page. Any unsaved data will be lost.

### Exhibit 24: SEVIS Login Page



The screenshot shows a web browser window displaying the SEVIS Login Page. The browser's address bar shows the URL <https://e.gov.ice.gov/sevis/>. The page header includes the SEVIS logo, the text "Student & Exchange Visitor Information System", and the contact information "1-800-892-4829 SEVIS Help Desk". The main content area features a "Sign In" section with a "User Name:" label and a red dashed box around the input field, a "Password:" label, and a password input field. Below the input fields, there is a checkbox for "By clicking 'Login', you agree to our Security Consent" and two buttons: "Login" and "Register for New Account". A link for "Forgot Your Password?" is also present. At the bottom of the page, there is a "Department of Homeland Security Consent" section with a detailed disclaimer about the use of the information system.

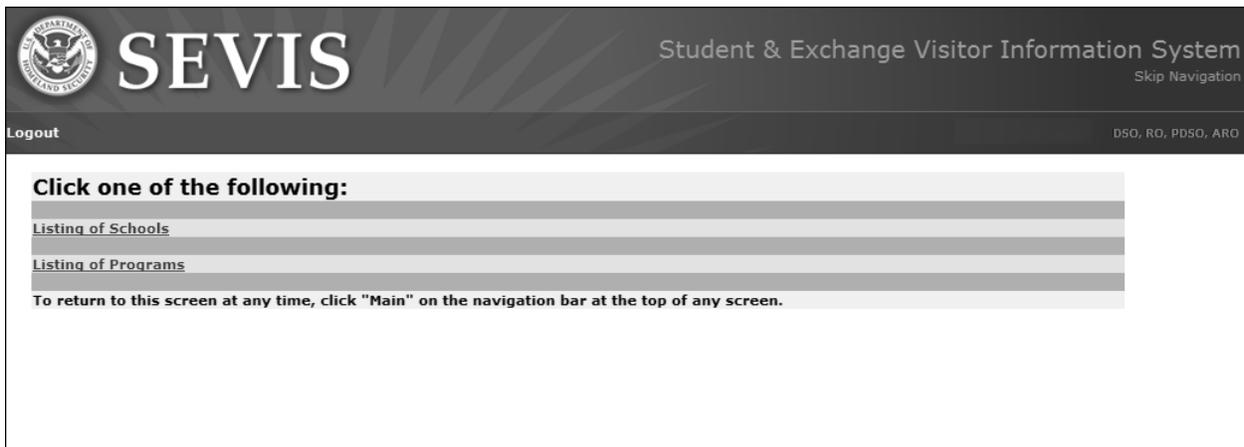
To log into SEVIS, perform the following steps:

1. Access the SEVIS Login page (<https://e.gov.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 system displays the Listing of Schools page for the school user.

**Note:** The *SEVIS Login* page has 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. The section on [Password Reset](#) provides the instructions for using the **Forgot Your Password** link.

In the page 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.

## Exhibit 25: Main Page for School and Program Sponsor User



**REMINDER:** You must log into SEVIS RTI at least once every 45 days to keep your SEVIS user ID active.

### 4.3 Log Out of SEVIS

To exit SEVIS at any time, click the **Logout** link on the navigation bar. 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 26: Logout Link



**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.”

### 4.4 Inactive User Alert

When logging into the system as the PDSO or DSO, you are provided with a listing of schools or campuses for which you have been identified as an acting official. If an alert exists for the PDSO, DSOs, students, or dependents at the school, the **\*Alerts** link displays. Alerts are status reminders or notices that an action should be taken. See Volume II of this user manual for details regarding the alerts for students.

The “PDSO/DSO Users Who Have Not Logged In to SEVIS in 30 Days” alert is an indicator that, according to the information currently in the system, an official has not logged into SEVIS recently. To view the list of officials, perform the following:

1. Click the **\*Alerts** link on the *Listing of Schools* page. The *Alerts for <name of school>* page displays.
2. Click the **PDSO/DSO Users Who Have Not Logged In to SEVIS in 30 Days** link to view the list of officials. If the official does not log into SEVIS for more than 45 days, his/her access will be inactivated.

## 5 UPDATE AN APPLICATION (FORM I-17)

After logging into the system, the *Listing of Schools* page 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 27: Listing of Schools Page

**Listing of Schools**

- ▲ Indicates an alert for that campus
- ★ Indicates that the PDSO of the main campus has to apply for recertification
- ✳ Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
- ← Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
- Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

SEVP School for Advanced SEVIS Studies
Select a school to see a list of campuses for that school

[SEVP School for Advanced SEVIS Studies](#) BAL214F44444000

Select	Name of Campus	Campus Code	Location (City, State)	Role
▲ <input checked="" type="checkbox"/>	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	PDSO
▲ <input type="checkbox"/>	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	DSO

▲ Alerts 🔍 Search ➕ New Student 📄 Student Lists 📊 Reports 📄 Downloads

**Note:** To return to the *Listing of Schools* page, when on other pages 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. Those sections/fields/actions that require adjudication by SEVP will be identified within the system.

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.
- 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 (if different from the mailing address)
- 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
- 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
- Courses of study and time necessary to complete each
- Average Annual Number of classes, teachers or instructors, students, and non-teaching employees
- Addition of an existing official if not a current PDSO or DSO

**Note:** Only the PDSO may submit this change.

- Addition of a new official

**Note:** Only the PDSO may submit this change.

- Update to an existing official's last, first or middle name

**Note:** Only the PDSO may submit this change.

- Adding or deleting campuses
- Campus Name
- Campus Mailing Address
- Campus Location Address

Click on the name of the school from the *Listing of Schools* page. The *School Information* page opens. The following links may display on this page depending on your role and previous actions taken:

- **Edit School:** This link is always available unless you have submitted your recertification application. It allows you to edit the school's information on the electronic Form I-17. See the sections [Update Page 1 of an Application \(Form I-17\)](#) through [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 the section on [Recertification Application \(Form I-17\) Overview](#) for more details.

- **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.
- **Register for Batch Processing:** This link is always available for PDSOs. See the section on [Register to Use SEVIS Batch Interface](#) for more details.
- **View Event History:** This link is always available for PDSOs and DSOs. Event history is a list of the changes to a school's SEVIS record. See the section on [View Event History](#) for more details.
- **Password Reset for DSOs:** This link is available to PDSOs. See the section on [Password Reset for DSOs](#) for more details.

## Exhibit 28: School Information Page

[Print I-17 Form](#)

**SEVP School for Advanced SEVIS Studies**

**Actions:**  
[Edit School](#)  
[Register for Batch Processing](#)  
[Request Password Reset for DSOs](#)

**Views:**  
[View Draft Update](#)  
[View Event History](#)

---

**Certification Expiration Date:** 04/03/2017  
**School Status:** APPROVED

**Next User Verification Date:** 03/02/2016  
**Current School Code:** BAL214F4444000  
**Previous School Code:** N/A

**Seeking Approval for:** Academic and Language students  
**Vocational Students**

**Mailing Address:**  
 9002 Nancy Lane  
 Ft. Washington, MD 20744

**Telephone Number:**  
**Fax Number:**

**Location Address:**  
 9002 Nancy Lane  
 Ft. Washington, MD 20744

**Type of Institution:** Private  
**Owner Name:** Oui D. Peeple  
**Owner Address:**  
 9002 Nancy Lane  
 Ft. Washington, MD 20744

**This School is Engaged in:** 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.)

**School's Sessions are Primarily Based on:** Semesters  
**School Established on:** 01/01/2003  
 This school operates under the following Dept. of Education Recognized Accrediting Agencies: Middle States Commission on Higher Education; Effective: 01/01/2003, Expires: 12/31/2050

This school operates under the following SEVP Identified Accrediting Agencies: None  
 This school operates under the following State Recognitions: None  
 This school operates under the following Licenses and Other Recognitions: Not Required  
**Accreditation/Recognition Comments:**  
 This school operates under the following FAA Certifications: PART141# 12345678; Effective: 01/01/2003, Expires: 05/02/2020

**Areas of Study:** LIBERAL ARTS  
 FINE ARTS  
 LANGUAGE  
 RELIGIOUS  
 PROFESSIONAL STUDIES  
 VOCATIONAL OR TECHNICAL TRAINING  
 FLIGHT TRAINING  
 SCIENCE  
 EDUCATION  
 BUSINESS  
 ENGINEERING

**Degrees Available:** 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: pastoral degrees

**Primary Education:** Elementary or Secondary, it does qualify its graduates for acceptance by accredited schools of higher educational level.  
**Higher Education Confering 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.  
**English Language Training:** English language training, it is engaged in English language training.  
**Other Education:** Vocational or Technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.

**Sessions are Held:** Day, Night  
**Requirements for Admission:** sufficient GPA  
**Courses of Study and Time Necessary to Complete:** various -  
**Requirements for Graduation:** varies  
**Causes for Expulsion:** varies

**Average Annual Numbers:**  
 Classes - 500  
 Students - 3,000  
 Teachers and Instructors - 1,000  
 Non-Teaching Employees - 500

**Average Annual Cost of Room, Board, and Tuition Per Student: \$15,000.00**

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**Campus Information**  
 SEVP School for Advanced SEVIS Studies  
**School:** BAL214F4444000  
**Code:**  
**Mailing:** 9002 Nancy Lane Ft. Washington, MD 20744  
**Address:**  
**Location:** 9002 Nancy Lane Ft. Washington, MD 20744  
**Address:**

Officials: Official Name	Title	Telephone Number	Email Address	Role
Rita Feet	International Scholar Advisor	222-210-2882	<a href="mailto:Rita.Feet@sevis.state.gov">Rita.Feet@sevis.state.gov</a>	DSO
Jared Fister	DSO	222-210-2882	<a href="mailto:ja.fist@sevis.state.gov">ja.fist@sevis.state.gov</a>	DSO
Ingrid Mercer	Immigration Specialist	222-210-2882	<a href="mailto:Ingrid.Mercer@sevis.state.gov">Ingrid.Mercer@sevis.state.gov</a>	DSO
Helene Robertson	PDSO	222-210-2882	<a href="mailto:Helene.Robertson@sevis.state.gov">Helene.Robertson@sevis.state.gov</a>	PDSO

**Note:** Users may click an official's email address link on the *School Information* page to quickly initiate an email to the selected official.

## 5.1 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.
- Recertification
  - All updates pending adjudication will be canceled once the PDSO of the main campus submits the school's recertification application. See the section on [Initiate and Submit a Recertification Application \(Form I-17\)](#) for more details.

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

The *Listing of Schools* page 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* page, 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 page. The system displays the existing data for the school on Page 1 of the application.

**Note:** The sections/fields designated with a dark circle (●) in SEVIS require adjudication by SEVP.

## Exhibit 29: Contact Information (Page 1 of 5)

Contact Information [Page 1 of 5]

Required fields are marked with an asterisk (\*).  
When modified, sections/fields marked with a circle (●) will require adjudication by SEVP.

<p><b>1. * Approval for attendance of students under: ●</b></p> <p><input checked="" type="checkbox"/> Section 101(a)(15)(f) of the Act (academic and language students)</p> <p><input checked="" type="checkbox"/> Section 101(a)(15)(m) of the Act (vocational students)</p>
<p><b>2. * Name of School System: ●</b></p> <p>HdG Community College</p>
<p><b>2a. * Name of Main Campus: ●</b></p> <p>HdG</p>
<p><b>3. Mailing Address of the School: ●</b></p> <p>* Address 1: 16 Main St</p> <p>Address 2:</p> <p>* City: Havre de Grace</p> <p>* State: MARYLAND</p> <p>* Zip Code: 21078</p> <p>Fax Number: ( ) -</p> <p>Telephone Number: ( ) - 1 ext. </p>
<p><b>4. Location of the School(if different from mailing address): ●</b></p> <p>Address 1:</p> <p>Address 2:</p> <p>City:</p> <p>State:</p> <p>Zip Code:    </p>
<p><b>5. * School Type: Public Institution ●</b></p> <p><b>Name and Address of Owner (For PRIVATE Schools ONLY):</b></p> <p>* Private School Owner Name: ●</p> <p>* Address 1:</p> <p>Address 2:</p> <p>* City:</p> <p>* State:</p> <p>* Zip Code:    </p>
<p>Save Draft      Reset Values      Next      Print I-17 Form</p>
<p>Public Reporting Burden</p> <p>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: SEVP@dhs.gov ; OMB No.: 1653-0038. DO NOT MAIL COMPLETED FORMS TO THIS ADDRESS.</p>

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 page 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:

Section/Field	Description/Explanation
<p><b>1. *Approval for Attendance of Students Under</b></p>	<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</p>

Section/Field	Description/Explanation
	<p>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>
<p>2. <b>*Name of School System</b></p>	<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>
<p>2a. <b>*Name of Main Campus</b></p>	<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>
<p>3. <b>Mailing Address of the School</b></p>	<p>Enter the address to which mail for the main campus should be sent. This address may contain a post office box number.</p> <p><b>Note:</b> There is a separate field on a following page in which the mailing addresses of additional campuses should be entered.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
<p><b>*Address 1</b></p>	<p>Enter the first line of the address for the main campus.</p>
<p><b>Address 2</b></p>	<p>Enter the second line, if needed, of an address, typically a building name or post office box number.</p>
<p><b>*City</b></p>	<p>Enter the appropriate city.</p>
<p><b>*State</b></p>	<p>Select the appropriate state.</p>
<p><b>*Zip Code</b></p>	<p>Enter the zip code, which must be at least a valid five-digit postal code; use of a nine-digit zip code is optional.</p>

Section/Field	Description/Explanation
<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.
<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:

- **Save Draft:** 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.

**Note:** You **do not** need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the **Next** 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.

- **Reset Values:** Click this button to return all new entries on the page to their previous values.
- **Next:** 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.
- **Print I-17 Form:** Click this button to print a copy of the application.

### **5.3 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 30: Program/ Course Information (Page 2 of 5)

Program/Course Information [Page 2 of 5]

Required fields are marked with an asterisk (\*).  
When modified, sections/fields marked with a circle (●) will require adjudication by SEVP.

**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	SEPTEMBER	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. \* Accreditations and Recognitions ●**

Enter a choice for each option. **None** is acceptable. Depending on your responses, **Not Required** may be an option. This means your school may have these types of recognitions but you can choose **Not Required** instead of listing all of them. See Help for more details.

**Department of Education Recognized Accrediting Agencies**

01/01/2003 - 12/31/2050 Middle States Commission on Higher Education

**SEVP Identified Accrediting Agencies**   None

**State Recognitions**   None

**Licenses and Other Recognitions**   None  Not Required Add only if not covered by institutional or other accreditation but required for your school to operate and/or offer specific licenses, certifications or degrees.

**Optional Accreditation Comments**

**11. \* FAA Certification: ●**

You must choose one of the options below. If you choose Part 141/Part 142, you can enter an FAA Certification Number for either Part 141, Part 142, or for both.

**Note: The FAA number must be 8 characters and cannot include any special characters or spaces.**

	FAA Certification Number	Effective mm/dd/yyyy	Expiration mm/dd/yyyy
<input checked="" type="radio"/> Part 141	<input type="text" value="12345678"/>	Effective Date: <input type="text" value="01/01/2003"/>	Expiration Date: <input type="text" value="05/02/2020"/>
<input type="radio"/> Part 142	<input type="text"/>	Effective Date: <input type="text"/>	
<input type="radio"/> None			
<input type="radio"/> Not Required			

**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 page and a brief description or explanation for each section/field. An asterisk (\*) precedes the fields that must be completed, and a dark circle (●) designates the fields that require review and approval by DHS when updated. To update Page 2, you may make changes to any of the following data:

Section/Field	Description/Explanation
<p>6. *This school is engaged in</p>	<p>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.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
<p>7. *This school's sessions are based on</p>	<p>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."</p>
<p>8. *Date registration begins for EACH session during a calendar year</p>	<p>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.</p>
<p>9. *Date school was established</p>	<p>Enter the date on which the school began operations in MM/DD/YYYY format.</p>
<p>10. *Accreditations and Recognitions</p>	<p>Enter the national, regional, state, or other recognitions that cover the programs of study listed on the Form I-17. Either select from the drop-down list or select "None" for each of the following categories:</p> <ul style="list-style-type: none"> <li>• Department of Education Recognized Accrediting Agencies</li> <li>• SEVP-Identified Accrediting Agencies</li> <li>• State Recognitions</li> </ul> <p>For Licenses and Other Recognitions, select "Add Selection", to add recognitions not listed on the drop-down lists. Check "None" or "Not Required" if applicable.</p>

Section/Field	Description/Explanation
<b>11. *FAA Certification</b>	An indication of whether the school holds Federal Aviation Administration (FAA) certification (Part 141, Part 142, or Part 141 and 142). If the school holds FAA certification, the FAA certification number and the effective and expiration dates must be provided.
<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. <b>Note:</b> Select “ <b>Language</b> ” only if the school offers a stand-alone English language training program.  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. <b>Note:</b> Updates to this field require DHS review and approval.

2. Click one of the following buttons:

- **Save Draft:** 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.

**Note:** You **do not** need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the **Next** 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.

- **Prev (Previous):** Click this button to return to the previous page of the application.

**WARNING:** Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page are lost.

- **Reset Values:** Click this button to return all new entries on the page to their previous values.
- **Next:** 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.
- **Print I-17 Form:** Click this button to print a copy of the application.

## 5.4 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 31: Program/Course Information (Page 3 of 5)

Program/Course Information [Page 3 of 5]

Required fields are marked with an asterisk (\*).  
When modified, sections/fields marked with a circle (●) will require adjudication by SEVP.

**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"):

pastoral degrees

**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:**

sufficient GPA, application to program and favorable review and acceptance

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

courses and time required varies by program of study, level of study and

**18. \* Requirements for graduation:**

courses and time required varies by program of study, level of study and degree

**19. \* Causes for expulsion:**

code, violation of student code of conduct, etc.

**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):**

\$

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 page and a brief description or explanation for each section/field. An asterisk (\*) precedes the fields that must be completed, and a dark circle (●) designates the fields that require review and approval

by DHS when updated. To update Page 3, you may make changes to any of the following data:

Field	Description/Explanation
<p><b>13. *List the degrees available from this school</b></p>	<p>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.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
<p><b>14. *Select as appropriate</b></p>	<p>Although more than one field may be completed, generally you should complete only one of the fields listed for Section 14.</p> <p><b>Note:</b> Updates to this section require DHS review and approval.</p>
<p><b>If the school is engaged in elementary or secondary education</b></p>	<p>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.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
<p><b>If the school is engaged in higher education</b></p>	<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>

Field	Description/Explanation
<p><b>If the school is engaged in vocational or technical education</b></p>	<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>
<p><b>The school (is, is not) engaged in English language training</b></p>	<p>This field only applies to stand-alone, accredited English language training schools or programs. 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>.” Leave this field blank if your school is engaged in elementary/secondary, college/university, or vocational/technical education.</p> <p><b>Note:</b> Updates to this field require DHS review and approval.</p>
<p><b>15. *Sessions are held as follows</b></p>	<p>Select whether your school conducts its classes during the day and/or at night.</p>
<p><b>16. *Requirements for admission</b></p>	<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 website. However, reference to a website 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>
<p><b>17. *Courses of study and time necessary to complete each</b></p>	<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> <p><b>Note:</b> Updates to this field require DHS review and</p>

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

2. Select from one of the following buttons:

- **Save Draft:** 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.

**Note:** You **do not** need to click this button before advancing to the next page of the application. SEVIS automatically saves data when you click the **Next** 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.

- **Prev (Previous):** Click this button to return to the previous page of the application.

**WARNING:** Be sure to save the data entered on this page before selecting the **Prev** button. If you do not save first, the new data that you entered on this page are lost.

- **Reset Values:** Click this button to return all new entries on the page to their previous values.
- **Next:** 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.
- **Print I-17 Form:** Click this button to print a copy of the application.

## 5.5 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.

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

### Exhibit 32: 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
Add New Official    Add Existing Official				
Prev		Next		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. 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.
- [Add existing school officials](#) to the school's application. 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. See the section on [Assign or Reassign Campus Roles](#) for more information.
- [Update an official's information](#) in SEVIS.
- [Delete an official](#) in SEVIS.

**Note:** During an I-17 application update, a new or existing official cannot be assigned as a PDSO if not already an approved PDSO or DSO.

**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.

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 6 p.m. Eastern Time, Monday through Friday).

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

- **Prev (Previous):** The data have been saved. Click this button to return to the previous page of the application.
- **Next:** The data have been saved. Click this button to advance to Page 5 of the application.

**Note:** Be sure to add new or existing officials to the application before advancing to Page 5.

- **Print I-17 Form:** Click this button to print a copy of the application.

## 5.6 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. Only a PDSO may add, update, or delete a campus, and assign officials.

### Exhibit 33: Campus Information (Page 5 of 5)

Campus Information [Page 5 of 5]			
Campus Name	Mailing Address	Location	Command
HqD	16 Main Street Havre de Grace, MD 21078	Havre de Grace, MD	<a href="#">Officials</a>
Eastern Shore Branch	1899 Ocean Highway Ocean City, MD 21811	Ocean City, MD	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Officials</a>
<a href="#">Add New Campus</a>			
<a href="#">Prev</a>		<a href="#">Next</a>	<a href="#">Print I-17 Form</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.

#### 5.6.1 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)* page, click the **Add New Campus** link below the list of registered campuses.

### Exhibit 34: Add Campus Page

2. Enter the information regarding the new campus. Below is a list of the sections/fields on this page 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>1. Mailing Address Section</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.

Section/Field	Description/Explanation
<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>2. Location Section</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:

- **Add Campus:** 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.

**Note:** A DHS user will contact the PDSO for any necessary supporting documentation.

- **Cancel:** 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 the section on [Assign or Reassign Campus Roles](#) to complete the process and assign school officials roles (PDSO or DSO) at the new campus(es).

### 5.6.2 Update a Campus

The PDSO and DSO may update campus information, which will require review and approval by DHS. To update the information for a campus, perform the following steps:

1. From the *Campus Information (Page 5 of 5)* page, click the **Update** link to the right of a campus name. The *Update Campus – <Name of Campus>* page displays.
2. Make the necessary additions and/or changes to the data. See the section on [Add a New Campus](#), which provides detailed instruction for each field.
3. Click one of the following buttons:
  - **Update Campus:** Click this button to update the information for this campus. Page 5 of the application displays.

**Note:** DHS must review and approve the changes to school name, mailing address, and location address.

- **Cancel:** Click this button to return to Page 5 of the application without updating the information for this campus.

### 5.6.3 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)* page, click the **Delete** link to the right of a campus name. The *Delete Campus - <Name of Campus>* page opens.

**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:
  - **Delete Campus:** Click this button to delete this campus. A confirmation page displays to verify that you wish to proceed with the campus deletion request. Click the **Yes** button and Page 5 of the application displays. Otherwise, click the **Cancel** button to return to Page 5 of the application without submitting the campus deletion request.

**Note:** 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 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).

- **Cancel:** Click this button to return to Page 5 of the application without deleting this campus.

### 5.6.4 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).

### 5.6.5 View Draft Form I-17 Update

Before submitting your updated I-17 application for adjudication by SEVP, it is recommended you review all of your changes for accuracy and completeness. To review any I-17 updates, perform the following steps:

1. Click **Listing of Schools** from the *SEVIS Home* page. The *Listing of Schools* page opens.

## Exhibit 35: Listing of Schools Page

**Listing of Schools**

- ▲ Indicates an alert for that campus
- ★ Indicates that the PDSO of the main campus has to apply for recertification
- \* Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
- ← Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
- Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

SEVP School for Advanced SEVIS Studies
Select a school to see a list of campuses for that school

Select	Name of Campus	Campus Code	Location (City, State)	Role
▲	SEVP School for Advanced SEVIS Studies	BAL214F4444000	Ft. Washington, MD	PDSO
○	SMU Technical Institute	BAL214F4444001	Fredericksburg, VA	DSO

▲ Alerts | 🔍 Search | ➕ New Student | 📄 Student Lists | 📊 Reports | 📄 Downloads

- Click on the name of the school whose updates you want to review from the *Listing of Schools* page. The *School Information* page displays.

## Exhibit 36: School Information Page

Print I-17 Form

**Actions:**

[Edit School](#)

[Register for Batch Processing](#)

**Views:**

[View Draft Update](#)

[View Event History](#)

### Robin C FQT School

Your school must convert legacy Accreditation/Recognition information and submit it by 07/18/2014 .

**49 days** remain to [convert your information](#) without an adjudicated update. For detailed information press Help and see Converting Accreditation/Recognition information.

Certification Expiration Date: <b>01/08/2016</b>
School Status: <b>APPROVED</b>
Current School Code: <b>WAS214F98077000</b>
Previous School Code: <b>N/A</b>
Seeking Approval for: <b>Academic and Language students</b>
<b>Vocational Students</b>
Mailing Address: <b>1 Crystal Dr</b>
<b>Arlington, VA 22202</b>
Telephone Number:
Fax Number:
Location Address: <b>1 Crystal Dr</b>
<b>Arlington, VA 22202</b>

- Click the **View Draft Update** link. The *View Draft Update* page opens. Any updated information is highlighted yellow.

## Exhibit 37: View Draft Update Page

### View Draft Update

Return to School View

	Old Values	New Values
<b>Name of School:</b>	Robin C FQT School	Robin C FQT School
<b>School Code:</b>	WAS214F98077000	WAS214F98077000
<b>Seeking Approval for:</b>	Academic and Language students	Academic and Language students
	Vocational Students	Vocational Students
<b>Mailing Address:</b>	1 Crystal Dr Arlington, VA 22202 Telephone Number: Fax Number:	1 Crystal Dr Arlington, VA 22202 Telephone Number: Fax Number:
<b>Location Address:</b>	1 Crystal Dr Arlington, VA 22202	112345 Equestrian Lane Culpeper, VA 22701
<b>Type of Institution:</b>	Public	Public
<b>This School is Engaged in:</b>	PRIVATE ELEMENTARY SCHOOL PRIVATE MIDDLE SCHOOL	PRIVATE ELEMENTARY SCHOOL PRIVATE MIDDLE SCHOOL
<b>School's Sessions are Primarily Based on:</b>	Semesters , Trimesters	Semesters , Trimesters
<b>Registration Begin Date for EACH Session (MM-DD):</b>	01-01	01-01
<b>School Established on:</b>	01/01/1990	01/01/1990
<b>School Operates Under the Following Authorization:</b>	None	None
<b>School is Approved Under the Following Association or Agency:</b>	None	None
<b>Areas of Study:</b>	LIBERAL ARTS FINE ARTS LANGUAGE PROFESSIONAL STUDIES VOCATIONAL OR TECHNICAL TRAINING	LIBERAL ARTS FINE ARTS LANGUAGE PROFESSIONAL STUDIES VOCATIONAL OR TECHNICAL TRAINING Other: Extracurricular Horsemanship Skills
<b>Degrees Available:</b>	AA DEGREE AS DEGREE BA DEGREE BACHELOR OF SCIENCE	AA DEGREE AS DEGREE BA DEGREE BACHELOR OF SCIENCE
<b>Elementary or Secondary:</b>	Elementary or Secondary, it does qualify its graduates for acceptance by accredited schools of higher educational level.	Elementary or Secondary, it does qualify its graduates for acceptance by accredited schools of higher educational level.
<b>Higher Education Conferring Degrees:</b>	Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.	Higher education, it confers recognized bachelor's, master's, professional, or divinity degrees.
<b>Credit Transfer:</b>	Higher education, its credits are not recognized by and transferable to institutions of study which confer degrees.	Higher education, its credits are not recognized by and transferable to institutions of study which confer degrees.
<b>English Language Training:</b>	English language training, it is engaged in English language training.	English language training, it is engaged in English language training.
<b>Vocational or Technical:</b>	Vocational or Technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.	Vocational or Technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.
<b>Sessions are Held:</b>	Day, Night	Day, Night
<b>Requirements for Admission:</b>	Requirements for admission	Requirements for admission
<b>Courses of Study and Time Necessary to Complete:</b>	Courses of study and time necessary	Courses of study and time necessary
<b>Requirements for Graduation:</b>	Requirements for graduation	Requirements for graduation
<b>Causes for Expulsion:</b>	Causes for expulsion	Causes for expulsion
<b>Average Annual Numbers:</b>		
<b>Classes:</b>	111	111
<b>Students:</b>	11,111	11,111
<b>Teachers and Instructors:</b>	111	111
<b>Non-Teaching Employees:</b>	1	1
<b>Average Annual Cost of Room, Board, and Tuition Per Student:</b>	\$1,111.00	\$1,111.00
<b>Campus Listing</b>		
<b>Campus Name:</b>	Main Campus	Main Campus
<b>Mailing Address:</b>	1 Crystal Dr Arlington, VA 22202 Telephone Number: Fax Number:	1 Crystal Dr Arlington, VA 22202 Telephone Number: Fax Number:
<b>Location Address:</b>	1 Crystal Dr Arlington, VA 22202	112345 Equestrian Lane Culpeper, VA 22701
<b>Officials:</b>		
<b>Official Name:</b>	Robin Ciapponi	Robin Ciapponi
<b>Title:</b>	PDSO	PDSO
<b>Telephone Number:</b>	222-222-2222	222-222-2222
<b>Email Address:</b>	Robin.Ciapponi@associates.ice.dhs.gov	Robin.Ciapponi@associates.ice.dhs.gov
<b>Role:</b>	PDSO	PDSO
<b>Address:</b>	1 Crystal Drive Arlington, VA 22202	1 Crystal Drive Arlington, VA 22202

4. Review the updated information for accuracy.
5. Click **Return to School View**.
6. If the information needs further editing, return to *School Information* page and click **Edit School**.

### 5.6.6 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:

- **Prev (Previous):** Click this button to return to the previous page of the application.
- **Next:** Click this button to advance submitting the updated I-17. The system displays the *Submit I-17 Confirmation* page.
- **Print I-17 Form:** Click this button to print a copy of the application.

### Exhibit 38: Submit I-17 Certification Page

**Submit I-17 Confirmation**

After submitting this I-17 application, no additional adjudicated updates will be allowed until the I-17 application has been adjudicated by SEVP.

Are you sure you want to submit the I-17 application?

Click one of the following buttons:

- **Prev (Previous):** Click this button to return to the previous page of the application.
- **Submit:** The data is saved. Click this button to forward changes to the application to DHS for review and approval. The *I-17 Application Has Been Submitted* confirmation page displays, with the message that all non-adjudicated changes have been made. Any changes that require adjudication will be reviewed by SEVP. Click the **Return to School Listings** button to exit the page.
- **Cancel:** Click this button to delete **all** changes and updated information that have not been submitted. A confirmation page displays informing you that all changes made to the application since the last submission will be deleted. Click the **Yes** button to proceed with canceling the update to your application. The *Listing of Schools* page displays. Click the **No** button to return to Page 5 of the application without canceling the 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. See the section on [Electronic Submission of Payment](#) for instructions on submitting payment.

## 5.7 View Pending Updates

To view pending Form I-17 updates:

1. Navigate to the *School Information* page

### Exhibit 39: School Information Page

[Print I-17 Form](#)

### SEVP School for Advanced SEVIS Studies

**Actions:**  
[Edit School](#)  
[Register for Batch Processing](#)  
[Request Password](#)  
[Reset for DSOs](#)

**Views:**  
[View Submitted Update](#)  
[View Event History](#)

Certification Expiration Date:	04/03/2017
School Status:	APPROVED
Next User Verification Date:	03/02/2017
Current School Code:	BAL214F4444000
Previous School Code:	N/A
Seeking Approval for:	Academic and Language students Vocational Students
Mailing Address:	9002 Nancy Lane Ft. Washington, MD 20744
Telephone Number:	
Fax Number:	
Location Address:	9002 Nancy Lane Ft. Washington, MD 20744

2. Click **View Submitted Update**. The *Update* page opens. Any pending changes are highlighted in yellow.

### Exhibit 40: Update page

**UPDATE**

**Application Submit Date: 05/19/2016**  
**Certification Expiration Date: 04/03/2017**

	Old Values	New Values
<b>Name of School:</b>	SEVP School for Advanced SEVIS Studies	SEVP School for Advanced SEVIS Studies
<b>School Code:</b>	BAL214F44444000	BAL214F44444000
<b>Seeking Approval for:</b>	Academic and Language students Vocational Students	Academic and Language students Vocational Students
<b>Mailing Address:</b>	9002 Nancy Lane Ft. Washington, MD 20744 Telephone Number: Fax Number:	9002 Nancy Lane Ft. Washington, MD 20744 Telephone Number: Fax Number:
<b>Location Address:</b>	9002 Nancy Lane Ft. Washington, MD 20744	9002 Nancy Lane Ft. Washington, MD 20744
<b>Type of Institution:</b>	Private	Private
<b>Owner Name:</b>	Oui D. Peeple	Oui D. Peeple
<b>Room, Boarding, Per Student:</b>		
<b>Campus Listing</b>		
<b>Campus Name:</b>	SEVP School for Advanced SEVIS Studies	SEVP School for Advanced SEVIS Studies
<b>Mailing Address:</b>	9002 Nancy Lane Ft. Washington, MD 20744 Telephone Number: Fax Number:	9002 Nancy Lane Ft. Washington, MD 20744 Telephone Number: Fax Number:
<b>Location Address:</b>	9002 Nancy Lane Ft. Washington, MD 20744	9002 Nancy Lane Ft. Washington, MD 20744
<b>Officials:</b>		
<b>Official Name:</b>	Rita Feet	Rita Feet
<b>Title:</b>	International Scholar Advisor	International Scholar Advisor
<b>Telephone Number:</b>	222-222-2222	222-222-2222
<b>Email Address:</b>	Rita.Feet@	Rita.Feet@
<b>Role:</b>	DSO	DSO
<b>Address:</b>	1 Crystal Dr Arlington, VA 22202	1 Crystal Dr Arlington, VA 22202
<b>Official Name:</b>		Jared LaRoche
<b>Title:</b>		Advisor
<b>Telephone Number:</b>		555-555-5555
<b>Email Address:</b>		jared.m.allen@
<b>Role:</b>		DSO
<b>Address:</b>		9002 Nancy Lane Ft. Washington, MD 20744
<b>Official Name:</b>	Richard Maloney	Richard Maloney
	Advisor	Advisor

## 5.8 DHS Adjudication

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.
- 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.

## 5.9 View Event History

Event history is a list of the changes to a school's SEVIS record. From the *School Information* page, click the **View Event History** link. The *Event History* page opens.

The *Event History* page includes:

- **Event Name:** A brief description of the change to the SEVIS record.
- **Event Date:** The date the change occurred.
- **Performed By:** This data can be any of the following:
  - Name of the school official who made the change to the record.
  - "DHS Official" for events performed by a DHS user.
  - "SEVIS Maintenance" if the change occurred because of automated system processing or because of a manual data change (data fix).

Click the **Return** button to go back to the *School Information* page.

## 6 MANAGE SCHOOL OFFICIALS

### 6.1 General Information about Managing School Officials

A Student and Exchange Visitor Program (SEVP) certified school must have a principal designated school official (PDSO) for each campus, as long as the school is permitted to admit F or M students. The school may also have as many designated school officials (DSO) as needed to manage the F or M program. PDSOs and DSOs are:

- Approved by SEVP.
- The only people at the school authorized to use SEVIS.



DSOs cannot share their SEVIS log in information.

PDSOs can do everything a DSO can do, but also have [additional duties](#), such as ensuring the school's Form I-17 accurately lists the school's officials. PDSOs update the Form I-17 to:

- [Add officials to the school](#) so they can carry out duties in SEVIS.
- [Assign or reassign the roles](#) officials have at each of the school's campuses.
- [Update school official information](#), such as:
  - Name changes
  - Title
  - Email address or telephone
  - Campus role
- [Delete officials](#) who leave the school or who no longer need SEVIS access for the school.

These four easy functions—whether alone, in combination, or in sequence—are all a PDSO needs to keep the listing of officials on the Form I-17 up to date, even in complex cases.

[Job Aid: Update School Officials](#) – This job aid lists several scenarios and provides step-by-step guidance on what steps to take.

*Staffing requirements and duties* [8 CFR 214.3\(l\)\(ii\)](#)

[SEVP Fact Sheet 1506-08: Designated School Official Submissions](#)

### 6.1.1 Importance of Careful Planning

When a PDSO makes a change to a school's Form I-17, which then needs to be reviewed and adjudicated by SEVP, SEVIS locks the Form I-17. SEVIS also locks the form when a PDSO submits a Form I-17 to recertify the school. Once locked, you cannot access the Form I-17 unless:

- The pending update is canceled by SEVP at the request of the school.
- SEVP adjudicates the update or recertification petition.

For quicker processing of PDSO/DSO updates:



- File PDSO/DSO updates separately from other types of Form I-17 updates.
- Collect any required supporting evidence, including the signed Form I-17, prior to submitting the update in SEVIS.
- Email all evidence to SEVP right after submitting the request in SEVIS.

### 6.1.2 Regulations and SEVP Guidance

PDSOs must read and understand the regulations and SEVP guidance on managing school officials. The Form I-17 must be updated within 21 days of any change in school or official information.

Designated Officials [8 CFR 214.3\(l\)](#)

[SEVP Fact Sheet 1506-08: Designated School Official Submissions](#)

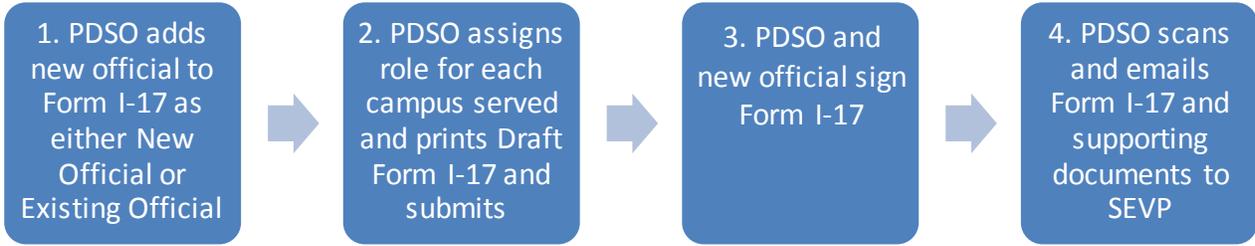
## 6.2 Add School Official

Before adding a DSO to a Form I-17, know whether the person is a new official or an existing official. It affects the process slightly.

Type of Official	Implications
<b>New Official:</b>	<ul style="list-style-type: none"> <li>• This is someone who has never been an authorized school or sponsor official in SEVIS.</li> <li>• SEVP must adjudicate this addition to the Form I-17.</li> <li>• You must submit:                             <ul style="list-style-type: none"> <li>○ Signed Form I-17</li> <li>○ Proof of citizenship or lawful permanent residence</li> <li>○ If the name on the documents differs from the name in SEVIS, copy of document granting the name change</li> </ul> </li> <li>• SEVIS will email the new official with:                             <ul style="list-style-type: none"> <li>○ A user name</li> <li>○ Instructions for creating a password and accessing SEVIS</li> </ul> </li> </ul>
<b>Existing Official:</b>	<ul style="list-style-type: none"> <li>• This is someone who is or has been a PDSO, DSO, RO, or ARO at another school or sponsor. <b>Note:</b> If the new official cannot remember his or her previous SEVIS user name, add the person as a new official.</li> <li>• If the person is not listed on a Form I-17 or Form DS-3036 at another school or sponsor when he or she is added to the Form I-17, SEVP must approve the addition.</li> <li>• If the person is an active user in SEVIS when he or she is added to the Form I-17, SEVIS immediately accepts the change. The new official has access to the school in SEVIS.</li> <li>• You must submit:                             <ul style="list-style-type: none"> <li>○ Signed Form I-17 and</li> <li>○ Proof of citizenship or lawful permanent residency</li> <li>○ If the name on the documents differs from the name in SEVIS, copy of document granting the name change</li> </ul> </li> <li>• The new official will keep his or her SEVIS user name. <b>Note:</b> If the new DSO is also a responsible officer or alternate responsible officer for a sponsor, he or she will be able to access both J and F/M SEVIS with a single logon.</li> </ul>

Type of Official	Implications
	<ul style="list-style-type: none"> <li>SEVIS will notify the new DSO of the new role at the school.</li> </ul>

**6.2.1 Process at a Glance: Add School Official**



**6.2.2 Proof of U.S. Citizenship/Lawful Permanent Residence Status**

When adding someone to your school’s Form I-17 as a DSO or PDSO, submit documents establishing their status as a U.S. citizen or lawful permanent resident (LPR):

Status of Official	Acceptable Document(s)
<b>U.S. Citizen:</b>	<ul style="list-style-type: none"> <li>U.S. passport or passport card (can be expired)</li> <li>U.S. birth certificate</li> <li>Naturalization or Citizenship Certificate</li> </ul> <p><b>Note:</b> Officials only need to provide one of the documents listed above to prove U.S. citizenship.</p>
<b>Lawful Permanent Resident:</b>	<ul style="list-style-type: none"> <li>Unexpired Alien Registration Card</li> </ul>

If the name on their citizenship/LPR documents does not match the name to be used in SEVIS, also submit copies of legal documents; such as, marriage certificates, divorce decrees, or court orders; showing the legal name change.

**6.2.3 Add School Official**

To add a school official:

1. Navigate to the *School Official Information* page of the Form I-17 (Page 4).

## Exhibit 41: School Official Information Page

School Official Information [Page 4 of 5]

Official Name	Title	Telephone	Email Address	Command
Helene Robertson	PDSO	222-222-2222 ext.	Helene.Robertson@associates.ice.dhs.gov	<a href="#">Update</a> <a href="#">Delete</a>

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

2. Click either **Add New Official** or **Add Existing Official**.
  - a. If you clicked **Add New Official**, the *Add New Official* page opens.

## Exhibit 42: Add Official Page

**Add Official**

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

\* Last Name:

\* First Name:

Middle Name:

Suffix:

\* The Official is:

If LPR, enter A-Number:

\* Title:

Contact Information:

\* Address 1:

Address 2:

\* City:

\* State:

\* Zip Code:

\* Telephone Number:  -  -  ext.

\* Email Address:

**Note: Addition of a new official will require adjudication by SEVP.**

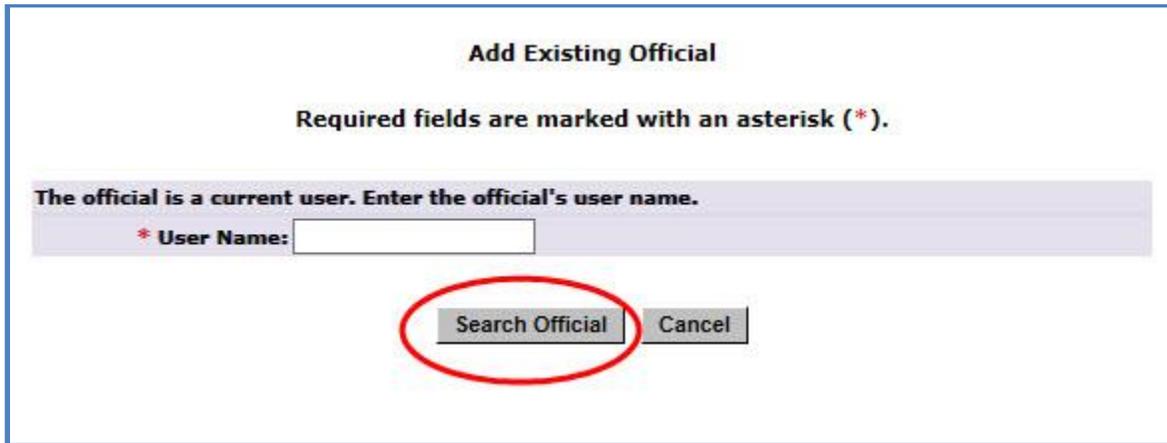
i. Enter information about the new official.

Field	Description
* <b>Last Name</b>	Enter the new official's last name as it appears on the proof of U.S. citizenship or lawful permanent residence, or a document showing legal name change.
* <b>First Name</b>	Enter the new official's first name as it appears on the proof of U.S. citizenship or lawful permanent residency, or a document showing legal name change.
<b>Middle Name</b>	Enter the new official's middle name, if any.
<b>Suffix</b>	Enter suffix, if any.
* <b>The Official is</b>	Select either U.S. citizen or lawful permanent resident.
<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 new official's title at the school.
* <b>Address 1</b>	Enter the street address of the new official's work site.
<b>Address 2</b>	Enter any additional address information for the new official's work site.
* <b>City</b>	Enter the city where the new official works.
* <b>State</b>	Enter the state where the new official works.
* <b>Zip Code</b>	Enter the zip code where the new official works.
* <b>Telephone Number</b>	Enter the new official telephone number.
* <b>Email Address</b>	Enter the new official's email address. This cannot be an email address that is shared with other people.

ii. Click **Add Official**. The *School Official Information* page opens with the new official listed.

b. If you clicked **Add Existing Official**, the *Add Existing Official* page opens.

### Exhibit 43: Add Existing Official Search Page



- i. Enter the person's SEVIS user name.
- ii. Click **Search Official**. The *Add Existing Official - <Name>* page opens.

### Exhibit 44: Add Existing Official Results Page



- iii. Review the information to be sure the official is the one you want to add.



SEVIS displays the official's current information in SEVIS. If the information reflects contact information at another school, you can edit the information. To edit, click **Update** in the command column on the *School Official Information* page.

- iv. Click either **Add Official** or **Cancel**.

- **Add Official:** Adds the official to the Form I-17 and returns the user to the *School Official Information* page where the newly added official is listed.
- **Cancel:** Returns the user to the *School Official Information* page.

### Exhibit 45: School Official Information Page with Added Official

School Official Information [Page 4 of 5]

Official Name	Title	Telephone	Email Address	Command
Catheryn Gotten	PDSO	222-222-3333 ext.	Cathe...	<a href="#">Update</a> <a href="#">Delete</a>
Helene Robertson	PDSO	222-222-2222 ext.	Helene...	<a href="#">Update</a> <a href="#">Delete</a>
Ingrid Mercer	Immigration Specialist	222-222-2222 ext.	ingrid...	<a href="#">Update</a> <a href="#">Delete</a>
Jared Allen	PDSO	222-222-2222 ext.	Jared...	<a href="#">Update</a> <a href="#">Delete</a>
Roy Braine	PDSO	202-487-4922 ext.	roy.br...	<a href="#">Update</a> <a href="#">Delete</a>
Rita Feet	International Scholar Advisor	222-222-2222 ext.	Rita.F...	<a href="#">Update</a> <a href="#">Delete</a>

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

3. Click **Next**. The *Campus Information* page opens.

### Exhibit 46: Campus Information Page

Campus Information [Page 5 of 5]

Campus Name	Mailing Address	Location	Command
Main Campus	1 Crystal Drive Arlington, VA 22202	Arlington, VA	<a href="#">Officials</a>
Flight Academy	123 Fly Away Lane Friendly, MD 20744	Friendly, MD	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Officials</a>
Robertson School for Practical Skills	2450 Crystal Drive Arlington, VA 22209	Arlington, VA	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Officials</a>

[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.

4. Click the **Officials** link in the Command column for the campus to assign the role for that campus. The *Assigning Campus Officials* page opens.

## Exhibit 47: Assigning Campus Officials Page

**Assigning Campus Officials**

---

**Campus Name:** SEVP School for Advanced SEVIS Studies  
**Mailing Address:** 9002 Nancy Lane  
 Ft. Washington, MD 20744

Officials Currently Assigned				
Official Name	Title	PDSO	DSO	No Role
Catheryn Cotten	Director, Graduate Studies	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Rita Feet	International Scholar Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jared Fister	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jared Infield	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ingrid Mercer	Immigration Specialist	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Helene Robertson	Director, ISSS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note: The PDSO role cannot be assigned to either a new official or an existing official that is not an approved PDSO or DSO.

5. Click the radio button for the role the individual is to hold.
6. Click one of the following:
  - **Accept Changes:** Saves the changes and returns the user to the *Campus Information* page.
  - **Reset Values:** Returns the radio button selections to their original position.
  - **Cancel:** Returns the user to the *Campus Information* page without saving the changes.
7. Click **Print** to print the Form I-17.



The form will print with “Draft” written on it. This is the version of the form that must be signed, scanned, and emailed to SEVP with the new official’s [proof of U.S. citizenship or lawful permanent residence](#).

8. Collect the [required signatures](#).
9. Click **Next**. The *Submit I-17 Confirmation* page opens.

## Exhibit 48: Submit I-17 Confirmation Page



**Submit I-17 Confirmation**

After submitting this I-17 application, no additional adjudicated updates will be allowed until the I-17 application has been adjudicated by SEVP.

Are you sure you want to submit the I-17 application?

10. Click one of the following:

- **Prev:** Takes the user to the previous page.
- **Submit:** Submits the petition.
- **Cancel:** Cancels the changes.

11. Collect the required signatures on the Form I-17.

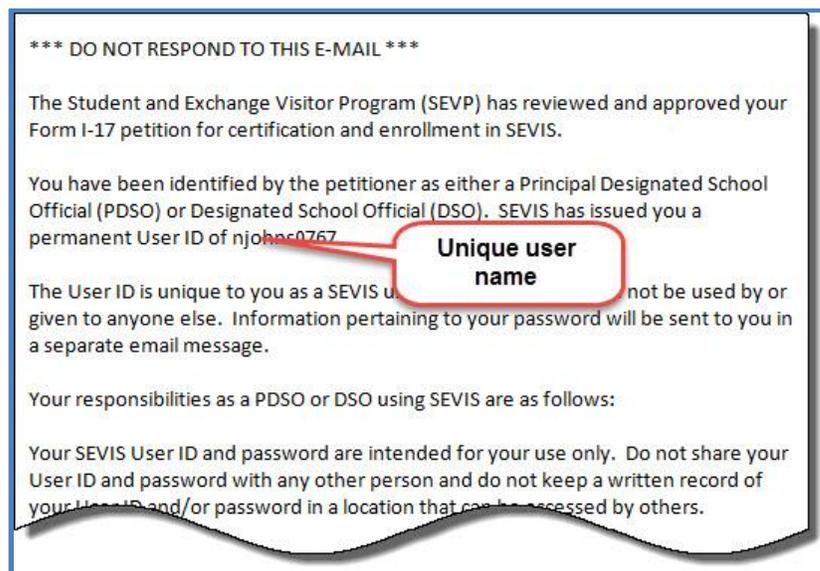
12. Email the signed Form I-17 and the proof of U.S. Citizenship or lawful permanent residency to SEVP.

### 6.2.4 Notification of New Officials

SEVIS sends new officials two emails:

- The first email provides the user name assigned to the individual.

## Exhibit 49: Email Notification of User Name and Role



\*\*\* DO NOT RESPOND TO THIS E-MAIL \*\*\*

The Student and Exchange Visitor Program (SEVP) has reviewed and approved your Form I-17 petition for certification and enrollment in SEVIS.

You have been identified by the petitioner as either a Principal Designated School Official (PDSO) or Designated School Official (DSO). SEVIS has issued you a permanent User ID of njohas0767.

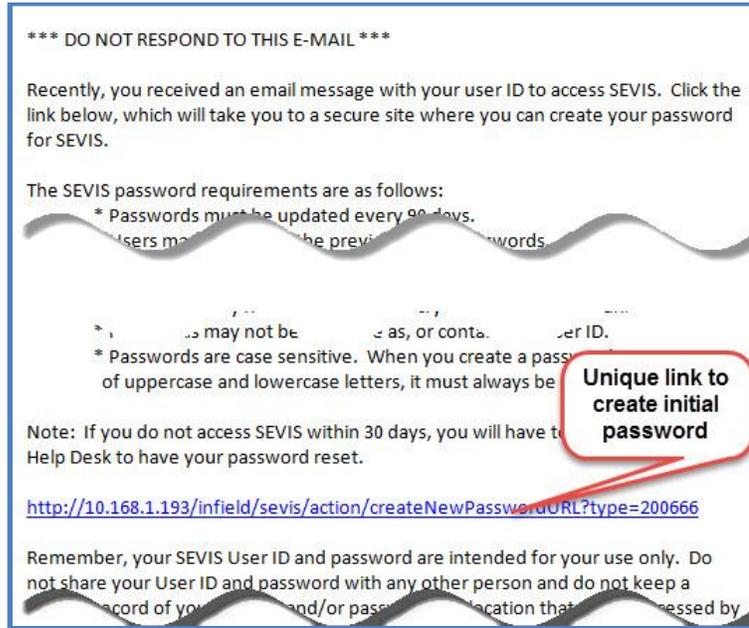
The User ID is unique to you as a SEVIS user and should not be used by or given to anyone else. Information pertaining to your password will be sent to you in a separate email message.

Your responsibilities as a PDSO or DSO using SEVIS are as follows:

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.

- The second email provides instructions for creating the initial password, including SEVIS' password standards and a unique link created specifically for that official to create a password.

### Exhibit 50: Email Notification of Password Requirements



When the official clicks the link in the email, the *Welcome to the SEVIS system* page opens. The official enters their user name and creates their password.

### Exhibit 51: Change Password Page



The new official has 30 days to create the password and access SEVIS.

The first time a new school official logs into SEVIS, the *School Official Compliance Agreement* page opens.

## Exhibit 52: School Official Compliance Agreement Page

**School Official Compliance Agreement**

**I have read the DHS regulations relating to:**

1. **Nonimmigrant Students: 8 CFR 214.1, 8 CFR 214.2(f), 8 CFR 214.2(m)**
2. **Change of nonimmigrant classification for students: 8 CFR 248**
3. **School Approval: 8 CFR 214.3**
4. **Withdrawal of school approval: 8 CFR 214.4**

**I will comply with these regulations at all times.**

### 6.2.5 Adding School Officials When the Form I-17 is Locked or the PDSO is NOT Available

New officials cannot be added to the Form I-17 if one of the following scenarios occurs:

- Form I-17 is locked because of a pending update or pending Recertification.
- PDSO is not available to submit.



Available resources:

- [SEVP Fact Sheet 1506-08: Designated School Official Submissions](#)
- [SEVIS Job Aid: Update School Officials](#)

To add an official when either of the conditions applies:

1. Either PDSO or the head of the school should collect and scan [proof of U.S. citizenship or lawful permanent residency](#) from the new official.
2. Prepare the required statement on school letterhead, which includes:
  - Explanation for why the update cannot be submitted in SEVIS
  - School Name and School Code
  - Name of new P/DSO to be added
  - Indicate if new P/DSO is an active PDSO or DSO at another school
  - Position title of new P/DSO
  - Role assignment (PDSO or DSO) for each campus the official will serve
  - New official's work address
  - Telephone number
  - Email address of any new P/DSO

- What to do with old PDSO – changing role to DSO? For all campuses? Remove from Form I-17?
  - Existing Official Username, if applicable
3. Print the current Form I-17. By hand, modify the form to reflect any changes to school officials that need to be made. Collect the appropriate signatures. Scan the form.



Notify SEVP if the PDSO has left the school or if no one is able to access the Form I-17.

4. Email the statement and the scanned documents to [FormI17SupportingEvidence@ice.dhs.gov](mailto:FormI17SupportingEvidence@ice.dhs.gov)



List the school name and the school code in the subject line of the email.

SEVP will review the email and supporting documents. If the request is approved, the new official will be [notified](#) of their role and how to access SEVIS.

### 6.3 Assign or Reassign Campus Roles

Use this process to change the role of officials at individual campuses of your school without removing them as an official at your school. These changes are not adjudicated by SEVP and take effect immediately. School officials will notice the reassignments when they next log in to SEVIS.

Examples:

- Current PDSO takes maternity or paternity leave and another DSO at the school will serve as acting PDSO until the new parent returns.
- PDSO leaves the school and current DSO takes over as PDSO.
- DSO or PDSO is reassigned to another campus.

**Note:** Each campus must have one PDSO, and this person may be a PDSO at multiple campuses. There is no limit on the number of DSOs a school can have per campus. However, SEVIS will print a maximum of thirty officials per campus.



• **Limitation on the printed Form I-17:**

SEVIS will only print up to 30 school officials per campus on the Form I-17. If more officials are needed, contact SEVP.

•

### 6.3.1 Assign Roles

To assign or reassign campus roles:

1. Navigate to the *Campus Information* page of the Form I-17 (Page 5).

#### Exhibit 53: Campus Information Page

Campus Information [Page 5 of 5]

Campus Name	Mailing Address	Location	Command
Main Campus	1 Crystal Drive Arlington, VA 22202	Arlington, VA	<a href="#">Officials</a>
Flight Academy	123 Fly Away Lane Friendly, MD 20744	Friendly, MD	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Officials</a>
Robertson School for Practical Skills	2450 Crystal Drive Arlington, VA 22209	Arlington, VA	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Officials</a>

[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.

2. Click **Officials** link for the campus where the official's role is to be changed. The *Assign Roles* page opens.

#### Exhibit 54: Assigning Campus Officials Page

Assigning Campus Officials

Campus Name: SEVP School for Advanced SEVIS Studies  
Mailing Address: 9002 Nancy Lane  
Ft. Washington, MD 20744

Officials Currently Assigned				
Official Name	Title	PDSO	DSO	No Role
Catheryn Cotten	Director, Graduate Studies	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Rita Feet	International Scholar Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jared Fister	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jared Infield	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Ingrid Mercer	Immigration Specialist	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Helene Robertson	Director, ISSS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note: The PDSO role cannot be assigned to either a new official or an existing official that is not an approved PDSO or DSO.



**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.

3. Click **Accept Changes**. The *Campus Information* page opens again.
4. Click **Next**. The *Submit I-17 Confirmation* page opens.

### Exhibit 55: Submit I-17 Confirmation Page

**Submit I-17 Confirmation**

After submitting this I-17 application, no additional adjudicated updates will be allowed until the I-17 application has been adjudicated by SEVP.

Are you sure you want to submit the I-17 application?

5. Click **Submit**. SEVIS accepts the changes and notifies the official of the changed role(s).
6. Print the Form I-17, collect the [required signatures](#), and [email the signed Form I-17](#) to SEVP.

#### 6.3.2 PDSO vs. DSO Roles and Responsibilities

The following table 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 56: SEVIS Roles and Responsibilities

SEVIS Task	PDSO	DSO
Initiate and submit recertification application (Form I-17).	✓ (Main Campus)	
Add and delete a campus (Form I-17).	✓ (Main Campus)	
Add, delete, update, save, and submit changes to the information for school officials, including assigning roles (Form I-17).	✓ (Main Campus)	
Verify PDSOs/DSOs annually. (Verification period – December 2 <sup>nd</sup> to March 2 <sup>nd</sup> of each year)	✓	
Register schools to use the SEVIS batch interfaces.	✓	
Submit student and dependent data corrections to SEVIS, including:	✓	

SEVIS Task	PDSO	DSO
<ul style="list-style-type: none"> <li>• Transfer out the record of a student, who has just transferred in from another school, while that record is still in Initial status.</li> <li>• Request to change a SEVIS record back to Initial status within 15 days of it changing to Canceled or Active.</li> <li>• Request a program extension within 15 days of a record expiration.</li> </ul>		
Update, save, and submit changes to the information for schools (Form I-17).	✓	✓
Print the Form I-17.	✓	✓
Submit correction requests and data fixes for students and dependents to SEVIS Help Desk, including but not limited to: <ul style="list-style-type: none"> <li>• Request Change to Program Dates</li> <li>• Request Change to Student Status</li> <li>• Request Change to Student Request</li> <li>• Request Change to Termination Reason</li> </ul>	✓	✓
View and print reports.	✓	✓
Request Mass Form reprints and downloads.	✓	✓
Receive SEVIS Alerts and take action, if necessary.	✓	✓
Draft, save and submit records for students and dependents (Form I-20).	✓	✓
Print student and dependent draft and submitted Forms I-20.	✓	✓
View all student and dependent records for their schools.	✓	✓

SEVIS Task	PDSO	DSO
<p>Update records for students and dependents (Form I-20), including:</p> <ul style="list-style-type: none"> <li>• <b>Actions:</b> <ul style="list-style-type: none"> <li>○ Authorize To Drop Below Full Course</li> <li>○ Change Education Level</li> <li>○ Complete Program</li> <li>○ Disciplinary Action</li> <li>○ Extend Program</li> <li>○ Registration</li> <li>○ Shorten Program</li> <li>○ Terminate Student</li> <li>○ Transfer Out</li> </ul> </li> <li>• <b>Edits:</b> <ul style="list-style-type: none"> <li>○ Dependents</li> <li>○ Financial Information</li> <li>○ Personal Information</li> <li>○ Program Information</li> </ul> </li> <li>• <b>Employment/Training:</b> <ul style="list-style-type: none"> <li>○ CPT Employment Authorization</li> <li>○ Off-Campus Employment</li> <li>○ OPT Request</li> <li>○ Employment Information</li> </ul> </li> </ul>	✓	✓

7. Click one of the following buttons:

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

## 6.4 Update School Officials

Use this process to update information about a school official. This process does not require SEVP adjudication. The Form I-17 remains unlocked.

To update a school official:

1. Navigate to the *School Official Information* page of the Form I-17 (Page 4).

## Exhibit 57: School Official Information Page

School Official Information [Page 4 of 5]

Official Name	Title	Telephone	Email Address	Command
Helene Robertson	PDSO	222-222-2222 ext.	Helene.Robertson@associates.ice.dhs.gov	<a href="#">Update</a> <a href="#">Delete</a>
Helene Robertson	PDSO	222-222-2222 ext.	Helene.Robertson@associates.ice.dhs.gov	<a href="#">Update</a> <a href="#">Delete</a>
Ingrid Mercer	Immigration Specialist	222-222-2222 ext.	ingrid.mercer@associates.ice.dhs.gov	<a href="#">Update</a> <a href="#">Delete</a>
Jared Infield	Advisor	301-555-5555 ext.	jared.infield@associates.ice.dhs.gov	<a href="#">Update</a> <a href="#">Delete</a>
Rita Feet	International Scholar Advisor	222-222-2222 ext.	Rita.Feet@associates.ice.dhs.gov	<a href="#">Update</a> <a href="#">Delete</a>
Rita Feet	International Scholar Advisor	222-222-2222 ext.	Rita.Feet@associates.ice.dhs.gov	<a href="#">Update</a> <a href="#">Delete</a>

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

2. Click **Update**. The *Update Official* page opens.

## Exhibit 58: Update Official Page

Update Official

Required fields are marked with an asterisk (\*).  
When modified, fields marked with a circle (●) will require adjudication by SEVP.

* Last Name:	Infield	●
* First Name:	Jared	●
Middle Name:		●
Suffix:	▼	
* The Official is:	UNITED STATES CITIZEN	▼
If LPR, enter A-Number:		
* Title:	Advisor	
Contact Information:		
* Address 1:	12345 Real Place	
Address 2:		
* City:	Washington	
* State:	DISTRICT OF COLUMBIA	▼
* Zip Code:	20001	
* Telephone Number:	(301) 555 - 5555 ext.	
* Email Address:	jared.m.allen@associates.ice.dhs.gov	

3. Update the information, as needed.
4. Click **Update**. The *School Official Information* page opens.
5. Click **Next**. The *Campus Information* page opens.

## Exhibit 59: Campus Information Page

Campus Information [Page 5 of 5]

Campus Name	Mailing Address	Location	Command
SEVP School for Advanced SEVIS Studies	9002 Nancy Lane Ft. Washington, MD 20744	Ft. Washington, MD	<a href="#">Officials</a>
SMU Technical Institute	621 Holly Corner Road Fredericksburg, VA 22406	Fredericksburg, VA	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Officials</a>

[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.



SEVP must adjudicate any name change. Proof of legal name change must be [emailed to SEVP](#) along with the [signed Form I-17](#). [Email evidence of U.S. citizenship to SEVP](#) when a PDSO or DSO changes status from lawful permanent resident to U.S. citizen.

- Click **Next**. The *Submit I-17 Confirmation* page opens.

## Exhibit 60: Submit I-17 Confirmation Page

**Submit I-17 Confirmation**

After submitting this I-17 application, no additional adjudicated updates will be allowed until the I-17 application has been adjudicated by SEVP.

Are you sure you want to submit the I-17 application?

- Click **Submit**.
  - If the change does not involve a name change, SEVIS updates the official's information. If this is the only change included in the submission, the Form I-17 remains unlocked for other updates.
  - If the change involves a name change, SEVIS locks the Form I-17. No additional updates can be made until SEVP adjudicates the update.

### 6.5 Delete School Official

Use this process to remove an official from all of the school's campuses. The deleted official will lose SEVIS access upon submission. This process does not require SEVP adjudication. The Form I-17 remains unlocked.



Do not use this process if the official is being removed from a role at one campus, but still needs SEVIS access for another campus. In this instance, simply [reassign campus roles](#).

To delete a school official:

1. Navigate to the *School Official Information* page of the Form I-17 (Page 4).

### Exhibit 61: School Official Information Page

School Official Information [Page 4 of 5]

Official Name	Title	Telephone	Email Address	Command
Helene Robertson	PDSO	222-222-2222 ext.	Helene.Robertson@sevis.state.de.us	<a href="#">Update</a> <a href="#">Delete</a>
Helene Robertson	PDSO	222-222-2222 ext.	Helene.Robertson@sevis.state.de.us	<a href="#">Update</a> <a href="#">Delete</a>
Ingrid Mercer	Immigration Specialist	222-222-2222 ext.	ingrid.mercer@sevis.state.de.us	<a href="#">Update</a> <a href="#">Delete</a>
Jared Fister	Advisor	222-222-2222 ext.	jared.fister@sevis.state.de.us	<a href="#">Update</a> <a href="#">Delete</a>
Jared Infield	Advisor	301-555-5555 ext.	jared.infield@sevis.state.de.us	<a href="#">Update</a> <a href="#">Delete</a>
Rita Feet	International Scholar Advisor	222-222-2222 ext.	Rita.Feet@sevis.state.de.us	<a href="#">Update</a> <a href="#">Delete</a>
Rita Feet	International Scholar Advisor	222-222-2222 ext.	Rita.Feet@sevis.state.de.us	<a href="#">Update</a> <a href="#">Delete</a>

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

2. Click **Delete** next to the name of the official you want to delete. The *Delete Official <Name>* page opens.

### Exhibit 62: Delete Official Page

**Delete Official**

**Last Name:** Fister

**First Name:** Jared

**Middle Name:**

**Suffix:**

**The Official is:** U.S. Citizen

**Contact Information:**

**Address:** 123 Main St.

**City:** Dover

**State:** DE

**Zip Code:** 22222

**Telephone Number:** 222-222-2222

**Email Address:** jared.fister@sevis.state.de.us

3. Click **Delete Official**. SEVIS no longer displays the official on the *School Official Information* page.

### Exhibit 63: School Official Information Page without Deleted Official

School Official Information [Page 4 of 5]

Official Name	Title	Telephone	Email Address	Command
Helene Robertson	PDSO	222-222-2222 ext.	Helene.Robertson@sevis.state.gov	<a href="#">Update</a> <a href="#">Delete</a>
Helene Robertson	PDSO			<a href="#">Update</a> <a href="#">Delete</a>
Ingrid Mercer	Immigration Consultant			<a href="#">Update</a> <a href="#">Delete</a>
Jared Infield	Advisor	301-555-5555 ext.	jared.infield@sevis.state.gov	<a href="#">Update</a> <a href="#">Delete</a>
Rita Feet	International Scholar Advisor	222-222-2222 ext.	Rita.Feet@sevis.state.gov	<a href="#">Update</a> <a href="#">Delete</a>
Rita Feet	International Scholar Advisor	222-222-2222 ext.	Rita.Feet@sevis.state.gov	<a href="#">Update</a> <a href="#">Delete</a>

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



Although the official is no longer listed on the *School Official Information* page, the official does not lose SEVIS access until the Form I-17 is submitted.

4. Click **Next**. The *Campus Information* page opens.

### Exhibit 64: Campus Information Page

Campus Information [Page 5 of 5]

Campus Name	Mailing Address	Location	Command
SEVP School for Advanced SEVIS Studies	9002 Nancy Lane Ft. Washington, MD 20744	Ft. Washington, MD	<a href="#">Officials</a>
SMU Technical Institute	621 Holly Corner Road Fredericksburg, VA 22406	Fredericksburg, VA	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Officials</a>

[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.

5. Click **Next**. The *Submit I-17 Confirmation* page opens.

## Exhibit 65: Submit I-17 Confirmation Page

**Submit I-17 Confirmation**

After submitting this I-17 application, no additional adjudicated updates will be allowed until the I-17 application has been adjudicated by SEVP.

Are you sure you want to submit the I-17 application?

- Click **Submit**. SEVIS removes the official's access to all of the school's campuses in SEVIS.

### 6.6 Email Documents to SEVP

Immediately scan the signed Form I-17 and supporting documents, and then email the following documents to [FormI17SupportingEvidence@ice.dhs.gov](mailto:FormI17SupportingEvidence@ice.dhs.gov):

- Signed Form I-17
- [Proof of U.S. citizenship or lawful permanent residence](#) in the United States
- If the prospective DSO's name on the citizenship or LPR document does not match the name entered in SEVIS, also send legal evidence of the name change, such as a court order or a marriage certificate.



List the school name and the school code in the subject line of the email.

SEVP will deny the update if the required documents are not emailed to [FormI17SupportingEvidence@ice.dhs.gov](mailto:FormI17SupportingEvidence@ice.dhs.gov).

### 6.7 Required Signatures

When updating school officials, the following signatures are required:

Action	Required Signatures
<b>Add DSO</b>	<ul style="list-style-type: none"> <li>Form I-17, Page 3: PDSO</li> <li>Form I-17A, Page 4 for each campus: PDSO</li> <li>Form I-17A for each campus: new DSO</li> </ul>
<b>Add PDSO</b>	If the PDSO will stay at the school: <ul style="list-style-type: none"> <li>Form I-17, Page 3: PDSO</li> <li>Form I-17A, Page 4 for each campus: Head of school</li> </ul>

Action	Required Signatures
	<ul style="list-style-type: none"> <li>• Form I-17A for each campus: new PDSO</li> </ul> If PDSO is leaving the school? <ul style="list-style-type: none"> <li>• Form I-17, Page 3: Head of school</li> <li>• Form I-17A, Page 4 for each campus: Head of school</li> <li>• Form I-17A for each campus: new PDSO</li> </ul>
<b>Edit School Official Information</b>	Signatures required for name change only: <ul style="list-style-type: none"> <li>• Form I-17, Page 3: PDSO</li> <li>• Form I-17A, Page 4 for each campus: PDSO</li> <li>• Form I-17A for each campus: official whose name changed</li> </ul>
<b>Change roles</b>	Change in DSO campus assignments: <ul style="list-style-type: none"> <li>• Form I-17, Page 3: PDSO</li> <li>• Form I-17A, Page 4 for each campus: PDSO</li> <li>• Form I-17A for each campus: DSO</li> </ul> Change in PDSO assignment: <ul style="list-style-type: none"> <li>• Form I-17, Page 3: PDSO</li> <li>• Form I-17A, Page 4 for each campus: Head of school</li> <li>• Form I-17A for each campus: new DSO</li> </ul>
<b>Delete Official</b>	No signature required

## 7 PDSO/DSO ANNUAL VERIFICATION

### 7.1 Annual Verification Overview

SEVIS is a federal database subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification of every user with access to a federal system. Users must have both a business need and the authorization for system access. SEVIS users must comply with FISMA. That means all Principal Designated School Officials (PDSOs) and Responsible Officers (ROs) must verify annually that every PDSO, Designated School Official (DSO), RO, and Alternate Responsible Officer (ARO) who has SEVIS access:

1. Is still employed by the organization and continues to be a PDSO, DSO, RO, or ARO.
2. Requires continued access to SEVIS.

**SEVP strongly encourages schools and sponsors to complete the verification process as soon as possible after December 2. The process is easy. There is no value to postponing the task.**

**7.1.1 Key Facts**

<b>SEVIS P/DSO Verification</b>	
<b>Frequency of Verification</b>	Annually
<b>Length of Verification Period</b>	3 months
<b>Verification Period</b>	<ul style="list-style-type: none"> <li>• December 2 to March 2</li> <li>• December 3 to March 2 (if March 2 falls in a leap year)</li> </ul>
<b>Notification Methods</b>	<ul style="list-style-type: none"> <li>• A message upon logging into SEVIS</li> <li>• An email from SEVP</li> </ul>

**7.1.2 Annual Verification Period at a Glance**

December 2	Verification Period	March 2	March 3
<ul style="list-style-type: none"> <li>• Verification period begins</li> <li>• School/sponsor officials notified of verification requirement</li> </ul>	<ul style="list-style-type: none"> <li>• PDSO and ROs log in to SEVIS; verify officials</li> <li>• Reminder notifications sent to unverified institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Verification deadline</li> <li>• Officials can still access SEVIS</li> </ul>	<ul style="list-style-type: none"> <li>• DSOs and AROs at unverified schools and sponsors lose SEVIS access</li> <li>• Batch capability lost</li> </ul>

**7.1.3 Officials Authorized to Complete the DSO Verification**



**Only PDSOs can validate DSOs.**

If a school does not have a PDSO to complete the verification, it must act immediately. It must add a PDSO who can submit the verification. A *DSO Update Process Fact Sheet* is available to help with the process. Click here to read it: (<http://www.ice.gov/doclib/sevis/pdf/dsoUpdateProcessFactsheet.pdf>). The fact sheet describes in detail how to initiate a change of PDSO.

## 7.2 Basic Verification Process

1. Log into SEVIS.
  - PDSOs see the message shown below:
    - During the verification period
    - Until all schools/campuses and associated DSOs are verified

### Exhibit 66: Message Board with Annual Verification Notice

The screenshot shows the SEVIS Message Board interface. At the top, there is a navigation bar with the SEVIS logo, the text 'Student & Exchange Visitor Information System', the phone number '1-800-892-4829', and 'SEVIS Help Desk'. On the right, it shows the user 'Helene Robertson' with a 'Logout' link and roles 'DSO, PDSO, RO'. Below the navigation bar, there are links for 'Main', 'Listing of Schools', 'Listing of Programs', 'Help', 'Message Board', and 'Change Password'. A search box labeled 'Enter SEVIS ID' is on the right. The main content area is titled 'Message Board' and contains a yellow box with the following text: 'Next verification due by 03/02/2016. The PDSO is [required to verify](#) that the campus SEVIS users remain eligible for access to SEVIS. Any user not verified by this date will lose access to SEVIS. See HELP for more information. 50 days remain until the next verification date.'

- The [required to verify](#) link is enabled for PDSOs.
  - DSOs see the same message. However, the [required to verify](#) link is not enabled.
2. Click the [required to verify](#) link. The *DSO Verification* page opens:

### Exhibit 67: Annotated DSO Verification Page

The screenshot shows the 'DSO Verification' page. At the top, it says '50 Days Remaining Due Date: 03/02/2016'. Below this, there is a list of schools/campuses. A red box labeled 'A' highlights the list of schools, including 'SEVP School for Advanced Security Studies-Main Campus', 'SEVP Robertson School for Advanced Study-Flight Academy', 'SEVP Robertson School for Advanced Study-Main Campus', 'SEVP Robertson School for Advanced Study-Robertson School for Practical Skills', 'SEVP School for Advanced SEVIS Studies-SEVP School for Advanced SEVIS Studies', and 'SEVP School for Advanced SEVIS Studies-SMU Technical Institute'. A red arrow points from this list to the details for 'SEVP School for Advanced SEVIS Studies'. A red box labeled 'B' highlights the verification instructions and the table of DSOs. A red box labeled 'C' highlights the '50 Days Remaining' and 'Due Date' information. The table lists the following DSOs:

Radio Button	Name	Phone Number	Email
<input type="radio"/> PDSO	Robertson, Helene	222-222-2222	Helene.Robertson@sevis.uscis.gov
<input type="radio"/> Yes	Feet, Rita	222-222-2222	Rita.Feet@sevis.uscis.gov
<input type="radio"/> Yes	Fister, Jared	222-222-2222	jared.fister@sevis.uscis.gov
<input type="radio"/> Yes	Infield, Jared	301-555-5555	jared.infield@sevis.uscis.gov
<input type="radio"/> Yes	Mercer, Ingrid	222-222-2222	ingrid.mercer@sevis.uscis.gov

Below the table is a 'Submit' button.

The *DSO Verification* page contains:

- A. A list of all the schools for which you are the PDSO
- B. Names and contact information for school officials. This includes phone numbers and email addresses

**Note:** This is a good time to verify contact information. Update the school's Form I-17 to make corrections. Changes to contact information are immediate.

- C. Last day of the verification period

3. Begin the verification process for the displayed school, OR, click on the school name of another school/campus to verify.

**Note:** By default, the information for the first school or campus on the list displays on the *DSO Verification* page. However, PDSOs can verify schools or campuses in any order.

### Exhibit 68: Campus Listing of School Officials on DSO Verification Page

**SEVP School for Advanced SEVIS Studies**

9002 Nancy Lane, Ft. Washington, MD, 20744

Click the radio button next to your name as PDSO to indicate you are currently acting as a PDSO.

For each person listed, indicate YES if the person is still employed by your school and requires continued SEVIS access or NO if the person does not meet the criteria. If you indicate NO, that person immediately loses SEVIS access for that school/campus. DSO access can only be restored by filing a Form I-17 update.

**Note:** For duplicate PDSO entries, click BOTH radio buttons. For duplicate DSO entries, click the SAME response next to BOTH names. (Yes for both listed names or No for both listed names.)  
Send an email to [SEVISTechnicalFeedback@ice.dhs.gov](mailto:SEVISTechnicalFeedback@ice.dhs.gov) and let them know of any duplicated names. Include: your name, the school's name, and which names were duplicated.

<input type="radio"/> PDSO		Robertson, Helene	222-222-2222	<a href="mailto:Helene.Robertson@sevis.com">Helene.Robertson@sevis.com</a>
<input type="radio"/> Yes	<input type="radio"/> No	Feet, Rita	222-222-2222	<a href="mailto:Rita.Feet@sevis.com">Rita.Feet@sevis.com</a>
<input type="radio"/> Yes	<input type="radio"/> No	Fister, Jared	222-222-2222	<a href="mailto:jared.m.fister@sevis.com">jared.m.fister@sevis.com</a>
<input type="radio"/> Yes	<input type="radio"/> No	Infield, Jared	301-555-5555	<a href="mailto:jared.m.infield@sevis.com">jared.m.infield@sevis.com</a>
<input type="radio"/> Yes	<input type="radio"/> No	Mercer, Ingrid	222-222-2222	<a href="mailto:ingrid.mercer@sevis.com">ingrid.mercer@sevis.com</a>

[Clear Selections](#)

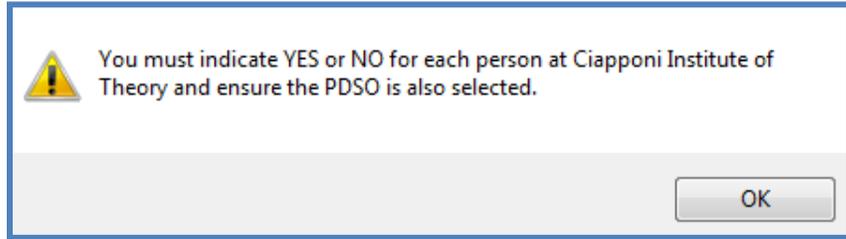
4. Click the radio button next to your name as PDSO.

This radio button is not pre-populated. By clicking this radio button, you are verifying that you:

- Are still employed by the school/campus as a PDSO.
- Need continued SEVIS access.

**Note:** If you click **Submit** without populating the radio button next to your name, the following error message box opens:

### Exhibit 69: Error Message DSO Verification



5. Click **Yes** or **No** next to the name of each DSO:
  - **Yes** indicates the person is employed at the school/campus and requires continued SEVIS access as a DSO.
  - **No** indicates the person no longer serves as a DSO employed at the school.

**Note:** Clicking **No** displays a warning message. The message states: *The above user will no longer be able to access SEVIS as an official for <name of the school>.*

### Exhibit 70: Campus Listing of School Officials on Verification Page with Warning Message



**CAUTION:** Check your entries on this page carefully before clicking **Submit**. Once you click **Submit** that DSO can no longer access SEVIS. Their access is disabled immediately. They are only allowed to finish an active session. No other warning messages will let you know an official has been removed.

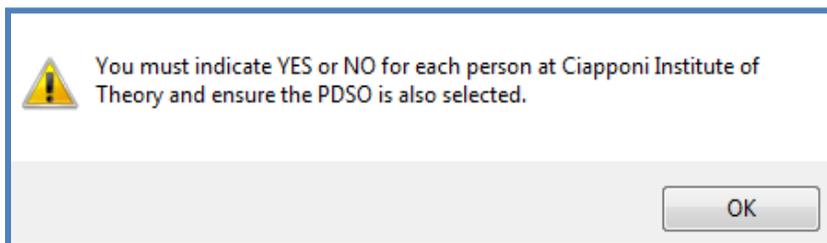
**Note:** You can make a change at any time **before** you click **Submit** by clicking **Clear Selection** to start over.

6. Click **Submit**.

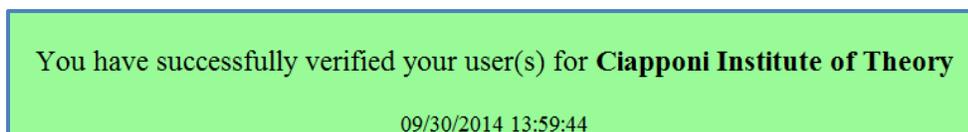
**Note:** "Yes" or "No" must be selected for each listed individual.

- If the PDSO clicks **Submit** without populating the radio button next to every name **or** the **PDSO** radio button, the following error message box opens. It states:

## Exhibit 71: Error Message – DSO Verification



- Click **OK**.
- Once the PDSO designates every user as either “Yes” or “No”, SEVIS allows the PDSO to submit the verification. A completion message box opens. It states:
  - The name of the school/campus
  - The date and time of verification



As the officials at each school or campus are verified, that school or campus is removed from the School Name – Campus Name list.

7. Return to Step 4 to repeat the process for each remaining school or campus on the list. Once every school or campus is verified, no more names are shown under the School name – Campus Name list.

**SUCCESS:** You are done until next year.

**SEVIS will notify all school and sponsor officials when the verification process is finished.**

## 7.3 Variations on the Process

### 7.3.1 Schools with a PDSO, but no DSOs

Only the PDSO’s name will display on the list of school officials requiring verification. The PDSO must click the radio button next to their name. This verifies the need for continued SEVIS access.

### 7.3.2 Multiple Campuses Schools with Different PDSOs at Different Campuses

Any PDSO can complete the verification process for any or all of a school’s campuses. This includes verifying other PDSOs. Schools must decide how to manage the verification process for the school and its campuses.

### 7.3.3 PDSOs/DSOs Who Use the Same User Name and Password as ROs/AROs

Many organizations manage both F/M and J programs. Users who access both F/M and J SEVIS with the **same** SEVIS User ID will see **two sets** of messages on the Message Board.

#### Exhibit 72: Message Board with Both F/M and J Verification Notices

**Message Board**

Posting Begin Date	Posting End Date	Subject	Commands
04/24/2014	12/31/2014	Take Me To Your Leader	<a href="#">View</a> <a href="#">View/Print All</a>

**Next verification due by 3/2/2015.** The PDSO is required to verify that the campus SEVIS users remain eligible for access to SEVIS. Any user not verified by this date will lose access to SEVIS. See HELP for more information.

54 days remain until the next verification date.

**Next verification due by 3/2/2015.** The RO is required to verify that the AROs for your program still require access to SEVIS and remain employed by your program. Any official not verified by this date will lose access to SEVIS. See HELP for more information.

54 days remain until the next verification date.

Click the **required to verify** link for the PDSO (the top message). The *DSO Verification* page opens.

**Note:** PDSO/DSOs who are also ROs/AROs, but who have different SEVIS user names for F/M SEVIS and J SEVIS, will only see one notification message on the Message Board.

### 7.4 Failure to Verify by March 2

A school is “done” with the verification process when the officials at **ALL** of its campuses are verified by March 2.



Failure to complete the verification process results in **EVERY** SEVIS official for that school on **EVERY campus being locked out on March 3.**

Even DSOs at previously verified campuses will be locked out of SEVIS. Access to SEVIS will be restored only after a PDSO verifies their continued need for SEVIS access.

A school is considered out of compliance with record keeping and reporting regulations, if all its officials are not verified by March 2. It may be withdrawn from participation in the Student and Exchange Visitor Program.

### 7.5 Notifications to School Officials

School officials will be notified of the need to complete the verification process.

## 7.5.1 Notifications within SEVIS

SEVIS reminds PDSOs and DSOs of the verification deadline in two locations:

### 1. Message Board:

#### Exhibit 73: Message Board with Verification Notice Displayed

The screenshot shows the SEVIS Message Board interface. At the top, there is a navigation bar with the SEVIS logo, the text 'Student & Exchange Visitor Information System', the phone number '1-800-892-4829', and the 'SEVIS Help Desk'. On the right side of the navigation bar, it shows the user 'Helene Robertson' with a 'Logout' link, and roles 'ROLES: DSO, PDSO, RO'. Below the navigation bar, there are links for 'Main', 'Listing of Schools', 'Listing of Programs', 'Help', 'Message Board', and 'Change Password'. A search box labeled 'Enter SEVIS ID' is also present. The main content area is titled 'Message Board' and contains a table with columns for 'Posting Begin Date', 'Posting End Date', 'Subject', and 'Commands'. A yellow notification box is displayed in the table, containing the text: 'Next verification due by 03/02/2016. The PDSO is required to verify that the campus SEVIS users remain eligible for access to SEVIS. Any user not verified by this date will lose access to SEVIS. See HELP for more information. 50 days remain until the next verification date.'

### 2. School Information Page: The *School Information* page displays three DSO verification-related items:

#### Exhibit 74: Part of Campus Info Page Showing Verification Info

The screenshot shows the 'SEVP School for Advanced SEVIS Studies' page. At the top, there is a 'Print I-17 Form' button. Below the title, there are several action links: 'Edit School', 'Register for Batch', 'Processing', 'Request Password', and 'Reset for DSOs'. A yellow notification box (labeled 'A') contains the text: 'Next verification due by 03/02/2016. The PDSO for each campus is required to verify that the campus SEVIS users remain eligible for access to SEVIS. Any user not verified by this date will lose access to SEVIS.' Below this, there is a table with the following information: 'Certification Expiration Date: 04/03/2017', 'School Status: APPROVED', 'Next User Verification Date: 12/18/2015' (labeled 'B'), 'Campuses Verified: 0 of 2 Campuses' (labeled 'C'), and 'Current School Code: BAL214F4444000'.

- A. **Reminder Message:** Displays during the verification period. Only the PDSO has an active link to access the *DSO Verification* page.
- B. **Next User Verification Date:** Indicates the next verification deadline date.
- C. **Campuses Verified:** Shows how many of the schools' campuses have been verified.
  - This indicator displays during the verification period.
  - DSOs can use this information to monitor the PDSO's progress in completing the annual verification.

**7.5.2 SEVIS-Generated Emails**

- **60 days before Deadline:**

Subject:	PDSO/DSO and RO/ARO Annual Verification 60 Day Count Down
Text:	<p>This email serves as a reminder that 60 days remain in the Student and Exchange Visitor Program (SEVP) Annual PDSO/DSO and RO/ARO Verification Period. All SEVP-certified schools and Department of State (DoS)-designated sponsors must complete the PDSO/DSO and RO/ARO Annual Verification by March 2, &lt;year&gt;.</p> <p>As a federal database, the Student and Exchange Visitor Information System (SEVIS) is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and the authorization to access the system. To comply with FISMA, principal designated school officials (PDSOs) and responsible officers (ROs) must annually verify that every PDSO, designated school official (DSO), RO and alternate responsible officer (ARO) who has access to SEVIS:</p> <ol style="list-style-type: none"> <li>1. Is still employed by the organization and continues to be the nominated PDSO, DSO, RO or ARO.</li> <li>2. Requires continued access to SEVIS.</li> </ol> <p>The verification period began on December 2nd and will end March 2, &lt;year&gt;. If your institution does not have a PDSO/RO or if your PDSO/RO will not be available during the verification period, begin the process of designating another individual to act in the capacity of a PDSO or RO. Call the SEVIS Help Desk (1-800-892-4829) for assistance, if needed.</p> <p>Additional information and resources on the annual verification process is available on Study in the States (<a href="https://studyinthestates.dhs.gov/sevis-help-hub/update-records/manage-school-records/pdsodso-annual-verification">https://studyinthestates.dhs.gov/sevis-help-hub/update-records/manage-school-records/pdsodso-annual-verification</a>).</p>

- **45 and 10 Days Before Deadline:**

**For Schools**

Subject:	PDSO/DSO Annual Verification <45 or 10> Day Count Down
Text:	<p>PDSO/DSO Annual Verification &lt;45 or 10&gt; Day Count Down</p> <p>This email serves as a reminder that &lt;45 or 10&gt; days remain in the Student and Exchange Visitor Program (SEVP) Annual PDSO/DSO Verification Period. All SEVP-certified schools must complete the Annual Verification by March 2, &lt;year&gt;.</p> <p>As a federal database, the Student and Exchange Visitor Information System (SEVIS) is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and the authorization to access the system. To comply with FISMA, principal designated school officials (PDSOs) must annually verify that every PDSO and designated school official (DSO) who has access to SEVIS:</p> <ol style="list-style-type: none"> <li>1. Is still employed by the organization and continues to be the nominated PDSO or DSO.</li> <li>2. Requires continued access to SEVIS.</li> </ol> <p>This verification period began December 2, &lt;year&gt; and will end March 2, &lt;year&gt;.</p> <p>Note: The PDSO must log in to SEVIS in order to see the verification prompts.</p>

	<ul style="list-style-type: none"> <li>• If you remember your user ID but have forgotten your password, please click Request Password Reset on the SEVIS Login page.</li> <li>• If you have forgotten both your user ID and your password, please contact the SEVIS Help Desk at 800-892-4829, for a user ID and password reset.</li> </ul> <p>Important: Consequences of not Verifying by March 2nd</p> <ul style="list-style-type: none"> <li>• DSOs at schools with any unverified officials lose access to SEVIS</li> <li>• Batch access is lost</li> <li>• The only further action PDSOs can take is to verify their DSOs.</li> <li>• School is considered out of compliance with reporting requirements and may receive a Remedial Action Plan</li> </ul>
--	---

**For Programs**

<b>Subject:</b>	RO/ARO Annual Verification <45 or 10> Day Count Down
<b>Text:</b>	<p>RO/ARO Annual Verification &lt;45 or 10&gt; Day Count Down</p> <p>This email serves as a reminder that &lt;45 or 10&gt; days remain in the Student and Exchange Visitor Program (SEVP) Annual RO/ARO Verification Period. All program sponsors complete the RO/ARO Annual Verification by March 2, &lt;year&gt;.</p> <p>As a federal database, the Student and Exchange Visitor Information System (SEVIS) is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and the authorization to access the system. To comply with FISMA, responsible officers (ROs) must annually verify that every RO and alternate responsible officer (ARO) who has access to SEVIS:</p> <ol style="list-style-type: none"> <li>1. Is still employed by the organization and continues to be the nominated RO or ARO.</li> <li>2. Requires continued access to SEVIS.</li> </ol> <p>This verification period began Dec. 2, &lt;year&gt; and will end March 2, &lt;year&gt;.</p> <p>Note: The RO must log in to SEVIS in order to see the verification prompts.</p> <ul style="list-style-type: none"> <li>• If you remember your user ID but have forgotten your password, please click Request Password Reset on the SEVIS Login page.</li> <li>• If you have forgotten both your user ID and your password, please contact the SEVIS Help Desk at 800-892-4829, for a user ID and password reset.</li> </ul> <p>Important: Consequences of not Verifying by March 2nd</p> <ul style="list-style-type: none"> <li>• AROs at sponsors with any unverified officials lose access to SEVIS</li> <li>• Batch access is lost</li> <li>• The only further action ROs can take is to verify their AROs</li> </ul>

• **30 and 15 Days Before Deadline:**

<b>Subject:</b>	RE: Take Action to Maintain SEVIS Access.
<b>Text:</b>	<p>*** DO NOT RESPOND TO THIS EMAIL ***</p> <p>This is a reminder from SEVP. The PDSO must log into SEVIS and verify that all DSO(s) still require access to SEVIS and remain employed by your school.</p>

Users not verified by 03/02/<year> will be locked out of SEVIS. For batch schools, this could affect the ability to submit batch updates.

- **5 Days Before Deadline:**

Subject: RE: CRITICAL -- Take Action to Maintain SEVIS Access.

Text: \*\*\* DO NOT RESPOND TO THIS EMAIL \*\*\*

This is a reminder from SEVP. The PDSO for campus: <name of campus> must log into SEVIS and verify that all DSO(s) listed for your campus still require access to SEVIS and remain employed by your school.

Users not verified by 03/02/<year> will be locked out of SEVIS. For batch schools, this could impact the ability to submit batch updates.

If locked out, regaining SEVIS access will require evidence of continuing employment and need for access to SEVIS.

- **1 Day After Deadline:**

Subject: RE Verification Deadline - SEVIS DSO Access Blocked.

Text: \*\*\* DO NOT RESPOND TO THIS EMAIL \*\*\*

The purpose of this email is to inform you that you no longer have access to <name of campus> because a PDSO associated with that school has not verified your information in the SEVIS system. If you need continued access to the school, please contact the PDSO of your campus to inform them that you no longer have access to SEVIS. The PDSO must verify all school users.

Please do not contact the SEVIS Help Desk regarding this matter unless your PDSO is unavailable.

### 7.5.3 Broadcast Messages

SEVP will send two broadcast messages to schools:

- 30 days before the verification period starts
- Day before the verification period starts

## 8 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 initiates and submits the recertification application electronically through SEVIS before DHS can begin adjudication. Once the recertification application has been submitted, and DHS receives all required documentation, an Adjudicator will mark the application Filed. School officials will receive an email notification when their application status is set to Filed.

One hundred eighty (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.
- When the PDSOs and DSOs log into SEVIS, the *Recertification Application* page displays, stating that they are associated with a school that requires recertification. Click the **Continue** button and the *Listing of Schools* page opens. 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 page will continue to display upon login to all PDSOs and DSOs until the recertification application has been set to Filed.

### Exhibit 75: Recertification Notification Page

**Recertification Application**

You are associated with a school that requires recertification. The PDSO of the main campus must submit a recertification application. If the application is not submitted by the expiration date the school will be Withdrawn without appeal rights. Your school's access to SEVIS will terminate at the end of the session following the withdrawal action.

Shortly, you will be receiving Recertification instructions from recert.sevis@dhs.gov.

If you have a pending update, please do not proceed with recertification until your update has been adjudicated.

By clicking "continue" on this screen, you will not be directed to the recertification page; rather, you will be directed to your Listing of Schools page.

- On the *Listing of Schools* page, a star symbol displays to the left of the school's name indicating that it needs to be recertified. This indicator is visible to all PDSOs and DSOs.

## Exhibit 76: Listing of Schools Page with Recertification Symbol

Listing of Schools

🔔 Alerts
🔍 Search
➕ New Student
📄 Student Lists
📊 Reports
📄 Downloads

SEVP School for Advanced SEVIS Studies BAL214F44444000 ▼ Select a school to see a list of campuses for that school

[SEVP School for Advanced SEVIS Studies BAL214F44444000](#)

Select	Name of Campus	Campus Code	Location (City, State)	Role
★🔔👤	SEVP School for Advanced SEVIS Studies	BAL214F44444000	Ft. Washington, MD	DSO
🔔👤	SMU Technical Institute	BAL214F44444001	Fredericksburg, VA	PDSO

🔔 Indicates an alert for that campus

★ Indicates that the PDSO of the main campus has to apply for recertification

\* Indicates that the ability of the school's officials to create new student records has been disabled by SEVP

← Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP

→ Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

- For the PDSO of the main campus, the **Apply for Recertification** link displays in the Actions menu on the *School Information* page.

## Exhibit 77: School Information Page – Apply for Recertification Link

[Print I-17 Form](#)

### HdG Community College

**Actions:**

[Edit School](#)

[Apply for Recertification](#)

[Register for Batch Processing](#)

**Views:**

[View Event History](#)

Certification Expiration Date: 09/09/2011	
School Status: APPROVED	
Current School Code: BAL214F92114000	
Previous School Code: N/A	
Seeking Approval for: Academic and Language students	
Vocational Students	
Mailing Address: 16 Main Street	
Havre de Grace, MD 21078	
Telephone Number:	
Fax Number:	
Location Address: 16 Main Street	
Havre de Grace, MD 21078	
Type of Institution: Public	
This School is Engaged in: VOCATIONAL OR TECHNICAL EDUCATION (other than high school)	
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: 06/01/1958	
School Operates Under the Following Authorization: None	
School is Approved Under the Following Association or Agency: None	
Areas of Study: LIBERAL ARTS	
LANGUAGE	
PROFESSIONAL STUDIES	
SCIENCE	
EDUCATION	
BUSINESS	
Degrees Available: AA DEGREE	
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.	
English Language Training: English language training, it is not engaged in English language training.	
Other Education: Vocational or Technical education, it does qualify its graduates for employment in the occupations for which preparation is offered.	
Sessions are Held: Day, Night	
Requirements for Admission: warm and breathing with a bank account	
Courses of Study and Time Necessary to Complete: see catalog	
Requirements for Graduation: 80 credits	
Causes for Expulsion: nonpayment	
Average Annual Numbers: Classes - 150	
Students - 3,000	
Teachers and Instructors - 250	
Non-Teaching Employees - 275	
Average Annual Cost of Room, Board, and Tuition Per Student: \$8,000.00	

**Campus Information**

HgD

School Code: BAL214F92114000

Mailing Address: 16 Main Street Havre de Grace, MD 21078

Location Address: 16 Main Street Havre de Grace, MD 21078

Officials: Official Name	Title	Telephone Number	Email Address	Role
Alison Green	Dean	333-333-3333	alison.green@hp.com	PDSO
Janna Green	Assoc Dean	666-666-6666	alison.green@hp.com	DSO

If the PDSO of the main campus does not submit the recertification application, the PDSOs and DSOs will receive reminder emails 90 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, 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 school officials may not make any additional changes to the recertification application.

### 8.1 Initiate and Submit a Recertification Application (Form I-17)

**IMPORTANT:** If your school has submitted updates to the Form I-17, and the sections/fields marked with a circle (●) are modified, the I-17 will require adjudication by SEVP. When you

submit the recertification application, any pending updates to your approved application will be canceled.

Only the PDSO of the main campus may submit a recertification application. Perform the following steps to initiate the recertification application:

1. From the *School Information* page, click the **Apply for Recertification** link. The *Apply for Recertification* message page displays informing you that all pending I-17 updates must be adjudicated before submitting the recertification application.

## Exhibit 78: Apply for Recertification Page



**Apply for Recertification**

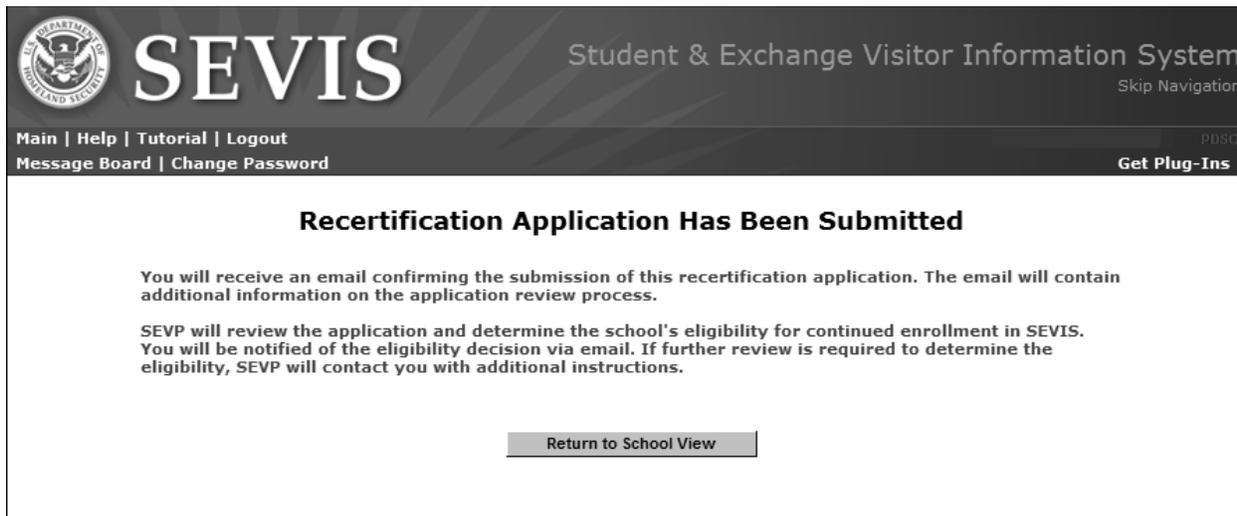
If your school has submitted updates, these updates must be adjudicated prior to submitting the recertification application. If you proceed while submitted updates are pending adjudication, they will be auto-canceled.

If your school requires an update, please submit an update prior to submitting your recertification petition. Once you submit the recertification application, PDSOs and DSOs WILL NOT be able to make any updates to the recertification Form I-17 until it has been adjudicated by SEVP.

To proceed and submit the recertification petition, click the Submit button below. Otherwise, click the Cancel button to return to the School Information screen.

2. Click either the **Submit** or **Cancel** button.
  - Click the **Submit** button to submit the recertification application. All pending updates will be canceled. The *Recertification Application Has Been Submitted* confirmation message page displays.
  - Click the **Cancel** button if you want to wait until your pending updates are complete. You are returned to the *School Information* page without initiating the recertification application.

## Exhibit 79: Recertification Application Submission Page



**Recertification Application 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.

SEVP 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, SEVP will contact you with additional instructions.

[Return to School View](#)

3. Click the **Return to School View** button. The *Listing of Schools* page opens.

## 9 REQUEST FOR EVIDENCE-EDIT SCHOOL

When a DHS official reviews a school's initial, updated or recertification application (I-17) and requires additional information from the PDSO, they may update the school's application status to Request for Evidence (RFE).

The DHS official has the option to request any additional information by either regular mail or by returning the submitted electronic application for update. Either RFE action provides a system-generated email to the PDSO that details the required additional information, and contact information for the DHS official.

If you are logged in as the PDSO of the main campus and a DHS official has returned your electronic I-17 application for update, the **RFE-Edit** link displays in the **Actions** menu. Perform the following steps to edit your school's application:

1. From the *School Information* page, click the **RFE-Edit** link to open the first of five pages of school data.
2. Enter any changes on the applicable pages.
3. Click the **Submit** button. The *I-17 Application Has Been Submitted confirmation* page opens.
4. Click the **Return to School Listing** button to return to the *Listing of Schools* page.

## 10 PAY FEES RELATED TO THE FORM I-17

Any fee payments relating to the Form I-17, including changes of location or ownership, require payment through the Pay.Gov website. You may use a plastic card or Automated Clearing House (ACH) to electronically submit payment to DHS via Pay.Gov website.

To use the Pay.Gov website:

1. On the email notification, click the <https://www.pay.gov/> link. The *DHS Pay.Gov* home page opens.

## Exhibit 80: Pay.gov Home Page

The screenshot shows the Pay.gov home page layout. On the left is a vertical navigation menu. The main content area is divided into several informational sections. A callout box highlights the search functionality in the 'Find Public Forms' section.

**Navigation Menu (Left):**

- Login**
  - Username:
  - Password:
  - Login
  - Forgot Your Password?
- Find Public Forms**
  - by Form Name
  - by Agency Name
- Search Public Forms**
  - 
  - Searching Help
- Public Resources**
  - Resources
    - Accessibility Statement
    - Notices & Agreements
    - Privacy & Security Policy
    - Public Reports
    - Sitemap
  - Help
    - Contact Us
    - Frequently Asked Questions
  - Information
    - Agency Information
    - Overview
    - Implementing
    - Documentation
    - Press / Articles

**Main Content Area:**

- Home** (Provided by the US Department of the Treasury)
- What is Pay.gov?**
  - Pay.gov can be used to make secure electronic payments to Federal Government Agencies. Payments can be made directly from your bank account or by credit/debit card.
- What Federal Agencies Can I Pay?**
  - Agency List
- Should I Register?**
  - Will you use Pay.gov often?
  - Do you want to save your Profile?
  - Do you track your payments or set up recurring payments?
  - [Click here to Register](#)
- Information for Government Agencies**
  - Frequently Used Forms**
    - SBA Payments**
      - Borrower and Lender Payments.
    - US Customs and Border Protection**
      - Pay Excise Taxes, apply for CDSOA Distribution.
    - US Courts**
      - Pay a violation notice received on Federal property.
    - Department of Justice**
      - NCIF (CLASS) and DAOG Accounts
    - All other Forms**

**Footer:**

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2. Enter “SEVIS” in the **Search Public Forms** text box in the left-hand pane in the **Find Public Forms** menu.
3. Click the **Go** button. The *Search Public Forms* page opens.

## Exhibit 81: Search Public Forms Page

The screenshot shows the Pay.gov website interface. At the top left is the Pay.gov logo. Below it is a navigation menu with sections: **Login** (containing Username, Password, Login, and Forgot Your Password? links), **Find Public Forms** (containing links for Form Name and Agency Name, and a search box with 'SEVIS' entered and a 'Go' button), and **Public Resources** (containing links for Accessibility Statement, Notices & Agreements, Privacy & Security Policy, Public Reports, and Sitemap). The main content area is titled 'Search Public Forms' and shows the search results for 'SEVIS'. It indicates 'Your search for "SEVIS" returned 1 result.' and 'Results: 1 of 1'. The search result is for 'I 17 SEVIS School Certifications' with a 'View PDF' button. Below the result, it lists 'Form Number: I 17 CERTIFICATION', 'OMB Number: 1115-0070', 'DHS SEVIS I-17 SCHOOL CERTIFICATION FEE REMITTANCE', 'Immigration Services < Department of Homeland Security', and the URL 'https://www.pay.gov/paygov/forms/formInstance.html?agencyFormId=445138'. A 'Hide Details' link is also visible.

4. Click the **I-17 SEVIS School Certifications** link. The *DHS SEVIS School Certification Payment* page opens.

## Exhibit 82: DHS SEVIS School Certification Payment Page

**Pay.gov**  
Provided by the US Department of the Treasury  
[Home](#) > I 17 SEVIS School Certifications



### 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 page. At a minimum, complete all fields with an asterisk (\*).

Field	Description/Explanation
<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>	<p>Enter the first name of the SEVIS point of contact (POC) at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>If the bank account from which the payment is being drawn is the name of an institution, enter <b>NFN</b> (no first name) in this field and enter the name of the institution in the <b>School Contact Last Name</b> field.</p>
<b>School Contact Middle Name</b>	<p>Enter the middle name of the SEVIS POC at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>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.</p>
<b>*School Contact Last Name</b>	<p>Enter the last name of the SEVIS POC at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p>

Field	Description/Explanation
	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> . The section on <a href="#">Enter Payment Information via Plastic Card</a> provides details on submitting your payment through Pay.Gov using a plastic card. The section on <a href="#">Enter Payment Information via ACH</a> provides details on submitting your payment through Pay.Gov using ACH.
<b>*Amount</b>	Enter the amount being submitted to DHS. <i>Do not</i> 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:

- **Make Payment:** Click this button to continue processing your payment. The *Enter Payment Information* page opens. Continue to sections [Enter Payment Information via Plastic Card](#) or [Enter Payment Information via ACH](#) for the remaining instructions on paying via plastic card or ACH, respectively.
- **PDF Preview:** Click this button to generate this page in Portable Document Format (PDF) format.

**Note:** This does not complete the process. You would still need to click the **Make Payment** button to continue submitting your certification fee.

## 10.1 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* page. This section provides instruction on completing the payment process via plastic card. (If paying via ACH, see the section on [Enter Payment Information via ACH](#) for instructions.)

After clicking the **Make Payment** button, which is Step 6 of section [Electronic Submission of Payment](#), the *Enter Payment Information* page opens.

## Exhibit 83: Enter Payment Information Page - Plastic Card



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

---

**Online Payment**

1 | 2 | 3

**Step 1: Enter Payment Information**

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.

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

Field	Description/Explanation
<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.
<b>School Contact First Name</b>	Enter the first name of the SEVIS POC at the school.

Field	Description/Explanation
	<p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>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.</p>
<b>School Contact Middle Name</b>	<p>Enter the middle name of the SEVIS POC at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>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.</p>
<b>School Contact Last Name</b>	<p>Enter the last name of the SEVIS POC at the school.</p> <p>This field may contain the name of the person making payment, or the name in which the plastic card was issued.</p> <p>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.</p>
<b>School Contact Phone Number</b>	<p>Enter the phone number for the SEVIS POC at the school.</p>
<b>Amount</b>	<p>Enter the amount being submitted to DHS. <i>Do not</i> enter a decimal point or cents.</p>

2. Click one of the following buttons:

- **Continue With Plastic Card Payment:** Click this button to continue the plastic card payment process. The section on [Authorize Payment via Plastic Card](#) provides instructions on authorizing your certification payment via plastic card.
- **Cancel:** Click this button to stop the process and return to the *Form Search Results* page.
- **Return to Your Form:** Click this button to stop the process and return to the *DHS SEVIS School Certification Payment* page.

### 10.1.1 Authorize Payment via Plastic Card

After clicking the **Continue with Plastic Card Payment** button, which is Step 2 of the section [Enter Payment Information via Plastic Card](#), the *Authorize Payment* page opens.

**Note:** The information on this page has been redacted for privacy reasons.

## Exhibit 84: Authorize Payment Page - Plastic Card

**Pay.gov**<sup>SM</sup> 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 Huffman <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 page provides summary information of the data entered on the previous pages. If any information is incorrect, click the **Edit This Information** link at the top of the page.
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:
  - **Submit Payment:** Click this button to finalize the payment process.
  - **Cancel:** Click this button to stop the process and return to the *Form Search Results* page.

- **Return to Your Form:** Click this button to stop the process and return to the *DHS SEVIS School Certification Payment* page.

## 10.2 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* page, this section provides instruction on completing the payment process via ACH. (If paying via plastic card, see the section on [Enter Payment Information via Plastic Card](#) for instructions.)

After clicking the **Make Payment** button, which is Step 6 of section [Electronic Submission of Payment](#), the *Enter Payment Information* page opens.

### Exhibit 85: Enter Payment Information Page – ACH

**Pay.gov**  
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.

**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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 United States Department of the Treasury, Financial Management Service,  
 401 14th Street SW, Washington, DC 20227, Email: [emoney@fms.treas.gov](mailto:emoney@fms.treas.gov)  
[Contact Us](#) | [Frequently Asked Questions](#) | [Notices & Agreements](#) | [Accessibility Policy](#) | [Privacy and Security Policy](#)

1. Click the **About ACH Debit** link at the top of the page for detailed information regarding debit payments.
2. Below is a description of the fields on this page. At a minimum, complete all fields indicated by an asterisk (\*).

Field	Description/Explanation
<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.

Field	Description/Explanation
<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 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:

- **Continue With ACH Payment:** Click this button to continue the ACH payment process. See the section [Authorize Payment via ACH](#) for more information.
- **Cancel:** Click this button to stop the process and return to the *Form Search Results* page.
- **Return to Your Form:** Click this button to stop the process and return to the *DHS SEVIS School Certification Payment* page.

### 10.2.1 Authorize Payment via ACH

After clicking the **Continue with ACH Payment** button, which is Step 3 of section [Enter Payment Information via ACH](#), the *Authorize Payment* page opens.

**Note:** Information on this page has been redacted for privacy reasons.

### Exhibit 86: Authorize Payment Page – ACH

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

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

Payment Summary [Edit this information](#)

<p>Account Holder Name: Tod Darin Huffman                  Payment Amount: \$580.00                  Account Type: Personal Checking                  Routing Number: [REDACTED]                  Account Number: [REDACTED]                  Check Number: [REDACTED]</p>	<p>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:</p>
--	--

**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 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 page provides summary information of the data entered on the previous pages. If any information is incorrect, click the **Edit This Information** link at the top of the page.
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:
  - **Submit Payment:** Click this button to finalize the payment process.
  - **Cancel:** Click this button to stop the process and return to the *Form Search Results* page.
  - **Return to Your Form:** Click this button to stop the process and return to the *DHS SEVIS School Certification Payment* page.

## 11 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* page for the school to be registered. This page can be reached from the *Listing of Schools* page by clicking the appropriate link in the **Name of School** column.
2. On the *School Information* page, 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* page. (You should print this page for future reference.) If you agree to the terms, click the **Accept** button. The *Upload Certificate* page 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* page 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* page opens. However, if the system cannot validate the certificate and credentials, an error message opens. Only digital certificates issued by VeriSign are valid for use with SEVIS.

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

## 12 OPERATING INSTRUCTIONS

### 12.1 Initiate Operation

SEVIS requires the use of Internet Explorer Version 5.0 (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 C, 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* page opens. 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* page opens.

### 12.2 Maintain Operation

After 18 minutes of inactivity, a message will display informing you that your session is about to expire. Click **OK** to continue working in SEVIS. If you click this button after 20 minutes of inactivity, a message will display to inform you that your session has expired. Click **OK** to open the *SEVIS Login* page. Any unsaved data will be lost.

**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.

### 12.3 Terminate and Restart Operations

You may log off SEVIS at any time by clicking the **Logout** link on the navigation bar. Click the **Close** button in the upper-right corner of the browser toolbar to close the browser window.

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.

### **13 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 6 p.m. Eastern Time, Monday through Friday.

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

### **14 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.

## Appendix A: Acronyms and Abbreviations

<b>Acronym Abbreviation</b>	<b>Definition</b>
ACH	Automated Clearing House
ARO	Alternate Responsible Officer
DHS	Department of Homeland Security
DoS	Department of State
DSO	Designated School Official
EV	Exchange Visitor
ID	Identification
LPR	Lawful Permanent Resident
MB	Megabyte
NFN	No First Name
PDF	Portable Document File
PDSO	Principal Designated School Official
POC	Point Of Contact
RAM	Random Access Memory
RFE	Request for Evidence
RO	Responsible Officer
RTI	Real-Time Interactive
SEVIS	Student and Exchange Visitor Information System
SEVP	Student and Exchange Visitor Program
U.S.	United States
U.S.C.	United States Code

## Appendix B: 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* page will open.
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://get.adobe.com/flashplayer/>) will open in a new browser window.
4. Follow the instructions on the Adobe Flash Player web page to install the Flash Player.

## Appendix C: 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* page will open.
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://get.adobe.com/reader/>) will open in a new browser window.
4. Follow the instructions on the Adobe Reader web page to install the Adobe Reader.

## Appendix D: Sample Certification Application (Form I-17)

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**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

Continued on next page

Page 1

DRAFT

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)

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**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		

DRAFT

<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		

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 (Print or Type)	Title (Print or Type)	Signature
----------------------	-----------------------	-----------

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:

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**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>