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

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

**Any data fields not mentioned below may be left blank.**

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

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

**In "Part 2. Information About the Appeal or Motion," fill in the following data fields. The petitioner must check only one box indicating that they are filing an appeal or a motion, not both.**

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

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

- Per Part 3 of the Form I-290B, a petitioner filing an appeal must "provide a statement that specifically identifies an erroneous conclusion of law or fact in the decision being appealed." An appeal must show that the adjudicator that rendered the Notice of Denial or Withdrawal decision applied a law or regulation incorrectly or made an erroneous conclusion regarding the facts of the case which resulted in the negative decision. See [8 CFR 103.3](#) for more information on filing an appeal.
- Per Part 3 of the Form I-290B, a motion to reopen "must state new facts and must be supported by affidavits and/or documentary evidence that establish eligibility at the time the underlying petition or application was filed." See [8 CFR 103.5](#) for more information on filing a motion to reopen.

- Per Part 3 of the Form I-290B, a motion to reconsider “must be supported by citations to appropriate statutes, regulations, or precedent decisions, and must establish that the decision was based on an incorrect application of law or policy, and that the decision was incorrect based on the evidence of record at the time of decision.” See [8 CFR 103.5](#) for more information on filing a motion to reconsider.

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

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

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

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

- 1.a-b—Fill in the full name of attorney/accredited representative.
- 2.—Fill in the name of the business/law firm.
- 3.a-h—Fill in the mailing address of attorney/accredited representative.
- 4.—Fill in daytime telephone number of attorney/accredited representative.
- 5.—Fill in mobile telephone number of attorney/accredited representative.
- 6.—Fill in email address of attorney/accredited representative.
- 7.b—Select this option to note that you are an attorney or accredited representative.
- 8.a-b—Sign and date as the attorney/accredited representative.

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