



SEVP Recertification Checklist

Principal designated school officials (PDSOs) can follow these basic steps to submit for recertification. If an item on the checklist does not apply or you have already completed it, move on to the next item. The Student and Exchange Visitor Program (SEVP) strongly recommends submitting in the Student and Exchange Visitor Information System (SEVIS) and submitting the recertification package at least 30 days prior to the school's certification expiration date.

Review the Form I-17

- Review your school's Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student."
- Review previous Notices of Recertification for flagged items or discrepancies, if applicable
- Read the Recertification Electronic Attestation:
 - Substantial updates must be submitted separately from recertification as a petition update prior to submitting for recertification. Substantial updates include a change of ownership, a change of location and the addition of an instructional site location.
 - SEVP will accept non-substantial updates to the Form I-17 as part of the school's petition for recertification. Non-substantial edits include instructional site removals, updating programs of study, average annual numbers and state or accreditation information can be submitted with the recertification petition. If you have any of the above-mentioned edits, continue with submitting your recertification application and package.

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

- If your school is not accredited by a [U.S. Department of Education \(ED\) recognized accrediting agency](#) or [SEVP identified accrediting agency](#), refer to the [Evidence Guidelines](#) for detailed information required for Evidence in Lieu of Accreditation. Visit the [Petition Updates section](#) under the [Recertification section](#) on ICE.gov/SEVP's [Schools page](#) to determine what evidence to submit in lieu of accreditation.
- If your school is making edits to the recertification petition (Form I-17), you must also submit the evidence required for the adjudication of those fields with your recertification filing. The evidence a school needs to provide to SEVP depends on the section and field being updated and whether the school is accredited. If a school fails to submit evidence at the same time it submits for recertification, SEVP will reject the recertification submission. Refer to the Filing Evidence sections for Accredited and Non-accredited Schools on the [Petition Updates section](#) on ICE.gov/SEVP's [Schools page](#).



Print and Sign the Form I-17

- Print the Form I-17.
- The Form I-17 requires signatures on the Form I-17 continuation page, "Certification and Signature by President, Owner, or Head of School," and the Form I-17A, "Record of Designated School Officials," page.

NOTE: Signatures are required from the PDSO, all designated school officials and the president, owner or head of the school.

Pay the \$1,250 Recertification Filing Fee

- All fees must be paid through the federal government's secured [Pay.gov](https://www.pay.gov) website. A school may use a bank account (ACH - Automated Clearing House), debit card or credit card to submit an electronic payment to SEVP using [Pay.gov](https://www.pay.gov).
- Provide proof of payment to SEVP upon submission of the recertification petition. Proof of payment includes the pay.gov payment tracking ID.

Apply and Submit for Recertification via SEVIS

- Electronically apply for recertification in SEVIS by going to the School Information page and clicking the link, "Apply for Recertification." This option is only available to the PDSO of the main site on the Form I-17. SEVP will accept non-substantial updates to the Form I-17 as part of the school's petition for recertification. Substantial updates—which include a change of ownership, a change of location and the addition of an instructional site location—must be submitted separately from recertification as a petition update prior to submitting for recertification. Campus removals may be submitted as part of a recertification submission.
- After review of your Form I-17 and making edits (if applicable) click the "Submit" link to complete the first step of the Recertification application. Complete the PDSO Attestation and enter your SEVIS password to sign the recertification petition. Upload the signed Form I-17, proof of payment of the recertification fee and all additional evidence (if applicable) via SEVIS and click "Submit Petition."
 - See the [Form I-17 – Recertification](#) page for instruction on the evidence upload process in SEVIS.

NOTE: Evidence must be uploaded via SEVIS. SEVP does not accept submissions via fax or U.S. mail.

Receive Notice of Confirmation or Rejection of Complete Filing

- After you upload your recertification package AND electronically submit in SEVIS, you will receive a Notice of Confirmation of Complete Filing or a Notice of Rejection of Filing within three business days. If a notice is not received within three business days, please email SEVP@ice.dhs.gov.
 - A Notice of Rejection of Filing indicates errors in the submitted package and your application in SEVIS has been cancelled. You will be required to make the necessary corrections stated in the notice and resubmit your complete recertification package, to include all required evidence and if applicable, edits to the Form I-17 again.



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- A Notice of Confirmation of Complete Filing explains that your school has completed the requirements for recertification submission and there is nothing further needed at this time. Please note that your certification expiration date should no longer be a concern for this filing, and you are now in queue for adjudication.

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