



U.S. Immigration
and Customs
Enforcement

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

OACRAO Fall Conference

October 2023

Presentation Overview

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FORM I-17 OVERVIEW

What is the Form I-17?

- **Petition for Approval of School for Attendance by Nonimmigrant Student**
- **Necessary for SEVP certification to enroll F and M students**
- **Reflects a school's current operating status**
 - Locations and contact information
 - Courses of study offered
 - Accreditation
 - International student population
 - PDSO and DSO information

Sample Form I-17

SEVIS View

School Information

Potomac Point Flight School
School Code: WAS214F55689000

Page Navigation:

1. [Contact Information](#)
2. [Programs of Study](#)
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4. [School Calendar, Costs and Demographics](#)
5. [Campuses, Instructional Sites and Officials](#)

Actions:

[Update School Information \(Form I-17\)](#)

[Register for Batch Processing](#)

Views:

[View Event History](#)

Certification Expiration Date: 12/26/2020

School Status: APPROVED

Next User Verification Date: 05/16/2019

Previous School Code: N/A

Section 1: Contact Information

- 1.1 **Approval for Attendance of Students Under:**
Section 101(a)(15)(m) of the Act (Vocational Students)
- 1.2 **Name of School or School System:** Potomac Point Flight School
- 1.3 **Name of Main Campus:** Potomac Point Flight School
- 1.4 **Mailing Address of the School:**
155 15TH ST S
ARLINGTON, VA 22202
- 1.5 **Telephone Number:**
- 1.6 **Fax Number:**
- 1.7 **Physical Location of the School:**
155 15TH ST S
ARLINGTON, VA 22202
- 1.8 **School Type:** Public

Print I-17 Form

Print button

CED

School name

Physical address

Sample Form I-17

Paper View

U.S. Immigration and Customs Enforcement OMB No. 1653-0038

Petition for Approval of School for Attendance by Nonimmigrant Student

ULB HHW214F12342000

Section 1: Contact Information

1.1 Approval for Attendance of Students Under:
 Section 101(a)(15)(f) of the Act (academic and language students)
 Section 101(a)(15)(m) of the Act (vocational students)

1.2 Name of School or School System: ULB

1.3 Name of Main Campus: ULB Main

1.4 Mailing Address of the School:
 123 Sunny Lane
 Utopia, HI 96813

1.5 Telephone Number: left blank

1.6 Fax Number: left blank

1.7 Physical Location of the school:
 123 Sunny Lane
 Utopia, HI 96813

1.8 School Type: Private, for profit

1.9 Private School Owner: LaShonda Bennett

1.10 Owner's Address:
 123 Sunny Lane
 Utopia, HI 96813

Section 2: Program of Study

2.1 This School is Engaged in:
 Higher Education (issuing one or more of the following degrees: Associate's, Bachelor's, Master's, PhD.)
 Other: Certificates

This school does confer recognized Associates, Bachelor's, Master's, Doctor's, Professional, or Divinity degrees.
 It's credits are recognized by and transferable to institutions of study which confer degrees.

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U.S. Immigration and Customs Enforcement Form I-17 Continuation Page

2.2 Areas of Study:
 Liberal Arts
 Vocational Or Technical Training
 Other: Certificates

2.3 Degrees Available from this School:

Associate of Arts (AA)	Bachelor of Science In Education (BEd/BSEd)
Bachelor of Arts (BA)	Bachelor of Science/Scientiae Baccalaureus (BS, SB)
Bachelor of Business Administration (BB/BBA)	Post-Secondary Non-Degree
Bachelor of Fine Arts (BFA)	Post-Secondary Certificate

2.4 Courses of Study and Time Necessary to Complete each:
 Certificates - 12 mos; Diplomas - 18 mos; BA - 48 months; BS - 48 months, BBA - 36-48 months

Section 3: Accreditations and Recognitions

3.1 Date School Was Established: 10/22/2015

3.2 Department of Education Recognized Accrediting Agencies:
 None

3.3 SEVP Identified Accrediting Agencies:
 None

3.4 State Recognitions:
 None

3.5 Optional Comments:
 left blank

3.6 FAA Certification:
 None

Section 4: School Calendar, Costs, and Demographics

4.1 This School's Sessions are based on:
 Quarters

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School Fees

Fee	Amount	Due When
Form I-17 filing	\$3000	– Submitting petition for initial certification
Change of ownership	\$3000	– Submitting petition for change of ownership
Site visit	\$655	– Submitting petition for initial certification – Adding new instructional site – Changing physical location for an existing instructional site
Recertification	\$1250	– Submitting petition for recertification

School officials must pay all fees on [Pay.gov](https://www.pay.gov)

PDSO and DSO Responsibilities

At a Glance

- **PDSO responsibilities**
 - Main point of contact for SEVP
 - Update DSO information in SEVIS
 - File for recertification
- **DSO responsibilities**
 - Assist F and M students with record updates in SEVIS

For more information, view the [PDSO and DSO role comparison](#) on the [SEVIS Help Hub](#)

Common Questions for DSOs

- Working or training in the United States
- Applying for student benefits
 - Driver's license
 - SSN
- Changing a major, program or degree level
- Changing an education level
- Transferring to another SEVP-certified school
- Taking a break
- Travelling outside of the United States

Special Considerations

New Programs of Study

- SEVP must approve new programs of study prior to enrollment of F or M students
- Adding programs of study requires information on:
 - Types of education the school offers
 - Areas of study
 - Degrees available
 - Time needed to complete the program of study
- Evidence requirements for adding programs of study depend on school type and accreditation status
 - View requirements on the [Schools](#) page at [ICE.gov/SEVP](https://ice.dhs.gov/SEVP) under the Petition Updates tab

Special Considerations

Pathway Programs

- **SEVP policy guidance S7.2 Pathway Programs for Reasons of English Proficiency published in October 2016**
 - Focuses on English language training components
 - Guidance required that schools comply with guidance standards by Oct. 28, 2017
- **Fact sheet with information for DSOs**
 - Explains how to input pathway program information into the Form I-17
- **Form I-17 updates to add a pathway program are treated like any other petition update**

FORM I-20 OVERVIEW

Overview

Reminders for Form I-20 Issuance

- **Students:**
 - Must meet all qualifications for program of study
 - Purpose must be to engage in learning and a full course of study
- **DSOs:**
 - Only issue Forms I-20 for programs of study on the Form I-17
 - Provide Forms I-20 directly to prospective or continuing students
 - Third parties cannot issue Forms I-20

Program Information

SEVIS View

Program

Program Start Date: * The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.

01 / 10 / 2017

Program End Date: *

05 / 01 / 2023

The length of this program is 75 months

Initial Session Start Date * Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.

MM / DD / YYYY

Education Level: *

PRIMARY

Major Code 1 * 90.0101 Select

Major Code 2 * Enter Code Select

No Major 2

Minor Code * Enter Code Select

No Minor

English Proficiency:

Is English proficiency required by the school? * Yes No

Does the student have the required English Proficiency? * Yes No

Save Draft I-20 Print Draft I-20 Back Next Delete Draft

Select the appropriate Education Level and Major/Minor Codes



Remember to select the education level that students are pursuing; not their current education level

Program Information

Key Terminology

- **Program Start Date**
 - Date by which students are expected to report to the school
 - May be up to 30 days before the Initial Session Start Date
 - May be the date of required orientation or other school activities prior to the start of classes
- **Initial Session Start Date**
 - Date the students' first session will begin
 - Cannot be more than 30 days from the Program Start Date
 - Registration and SEVIS alerts tied to this date

Program Information

Key Terminology

- **Program End Date**
 - Date that students should complete the program
 - Based on the amount of time it typically takes students to complete a program of study
 - Date should not include:
 - Grace period
 - Future employment authorizations

CIP Code Search

SEVIS View

Acceptable CIP Codes

Search:

CIP Code	CIP Description	Group	Group Description
00.0000	None	00.	
01.0000	Agriculture, General	01.	AGRICULTURE, AG...
01.0101	Agricultural Business and Management, General	01.	AGRICULTURE, AG...
01.0102	Agribusiness/Agricultural Business Operations	01.	AGRICULTURE, AG...
01.0103	Agricultural Economics	01.	AGRICULTURE, AG...
01.0104	Farm/Farm and Ranch Management	01.	AGRICULTURE, AG...
01.0105	Agricultural/Farm Supplies Retailing and Wholesaling	01.	AGRICULTURE, AG...
01.0106	Agricultural Business Technology	01.	AGRICULTURE, AG...
01.0199	Agricultural Business and Management, Other	01.	AGRICULTURE, AG...
01.0201	Agricultural Mechanization, General	01.	AGRICULTURE, AG...

Showing 1 to 10 of 1,722 entries

First Previous 1 2 3 4 5 ... 173 Next Last

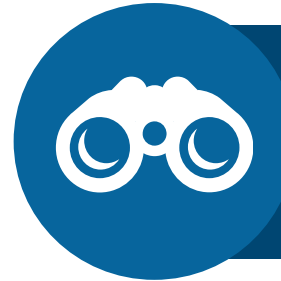
Enter search terms to find the appropriate CIP code

Search for a program code by number followed by a period

Program Information

Major Codes

- **Input education level prior to entering a major code**
 - Use the level that students are enrolling at the school
- **Major Code 1**
 - Enter primary major CIP code or use search tool
- **Major Code 2**
 - Enter the secondary major CIP code
 - Select the “No Major 2” checkbox, if not applicable
- **Minor Code**
 - Enter the minor CIP code
 - Select the “No Minor” checkbox, if not applicable



REMEMBER:
Post-secondary schools
have a set list of approved
CIP codes

English Proficiency

Scenario 1: Students meet proficiency requirement

English Proficiency:

Is English proficiency required by the school? * Yes No

Does the student have the required English Proficiency? * Yes No

Scenario 2: School does not require English proficiency

English Proficiency:

Is English proficiency required by the school? * Yes No

If No, explain why the school does not require English proficiency. *

Characters Remaining: 1000

Scenario 3: Improper use of English proficiency field

English Proficiency:

Is English proficiency required by the school? * Yes No

Does the student have the required English Proficiency? * Yes No

Students are required to have English proficiency in order to enter this program. Please check your entry.

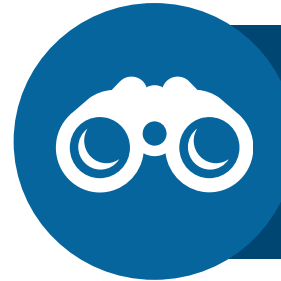
Save Draft I-20 Print Draft I-20 Back Next Delete Draft

RECORD KEEPING & REPORTING OVERVIEW

Regulatory Requirements

8 CFR 214.3(g)

- Schools agree to adhere to federal record keeping and reporting requirements as part of the initial SEVP certification process
 - SEVP reviews keeping and reporting during recertification
- Federal regulation requires that DSOs:
 - Keep student and school records up to date
 - Student SEVIS records
 - Form I-17
 - Report certain changes to SEVP within 21 days



REMEMBER:

Access SEVP's governing regulations at [ICE.gov/SEVIS/Schools](https://ice.dhs.gov/SEVIS/Schools)

Regulatory Requirements

What DSOs Need to Know

- Schools may have specific policies for record keeping and reporting
 - Policies should be in accordance with 8 CFR 214.3(g)
- Schools may keep additional information not required for entry in SEVIS in their record keeping system
 - Such as student transcripts, school acceptance letter, etc.

Regulatory Requirements

Compliance

- Failure to adhere to federal record keeping and reporting requirements may result in:
 - Issuance of an RAP
 - Issuance of an NOIW
 - Withdrawal of school's SEVP certification
- **Section 8 CFR 214.1(h)**
 - FERPA and/or its implementing regulations do not excuse or prevent an SEVP-certified school from complying with a §214.3(g)(1) records request without a subpoena

Student Records

Overview

- **Student SEVIS records are living documents**
 - Maintained by students and DSOs while students are studying in the United States and during subsequent training opportunities
- **Schools are required to retain student records**
 - Must retain student records for three years after the student is no longer pursuing a full-course of study at the school or the end of any period of post completion-OPT

Prospective Students

Record Keeping — Initial Documents

- Before issuing Forms I-20, DSOs should collect and retain copies of:
 - Written application
 - Proof of acceptance to the school
 - Student's transcripts
 - Proof of student's financial ability to pay
 - Other supporting documents that school reviewed as part of determining the student's enrollment
- SEVP may request these documents to perform certain actions on student records

Prospective Students

Record Keeping — Initial Documents

- **Recommended that DSOs retain copies of the following:**
 - Passport
 - F-1 or M-1 visa
 - Form I-94
 - Copy of the signed Form I-20
- **Documents help:**
 - Ensure correct entry of information into SEVIS
 - Verify that students received the correct visa for the issued Form I-20
 - Verify that students entered the United States in correct status

Student and School Records

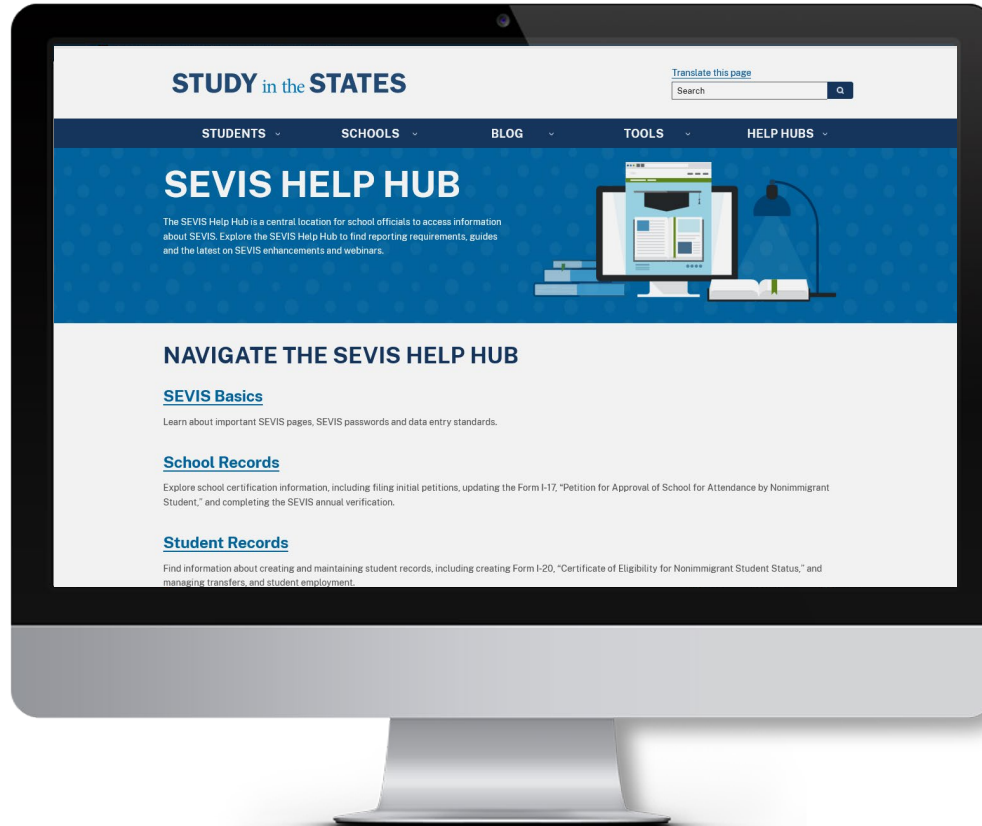
Keep Records Safe and Accessible

- ✓ **Store records accordingly:**
 - Paper records: Store in a locked file cabinet or office
 - Electronic records: Use appropriate software
- ✓ **Ensure DSOs have access to records**
 - Must be able to electronically provide records upon DHS request

HELPFUL RESOURCES

Study in the States

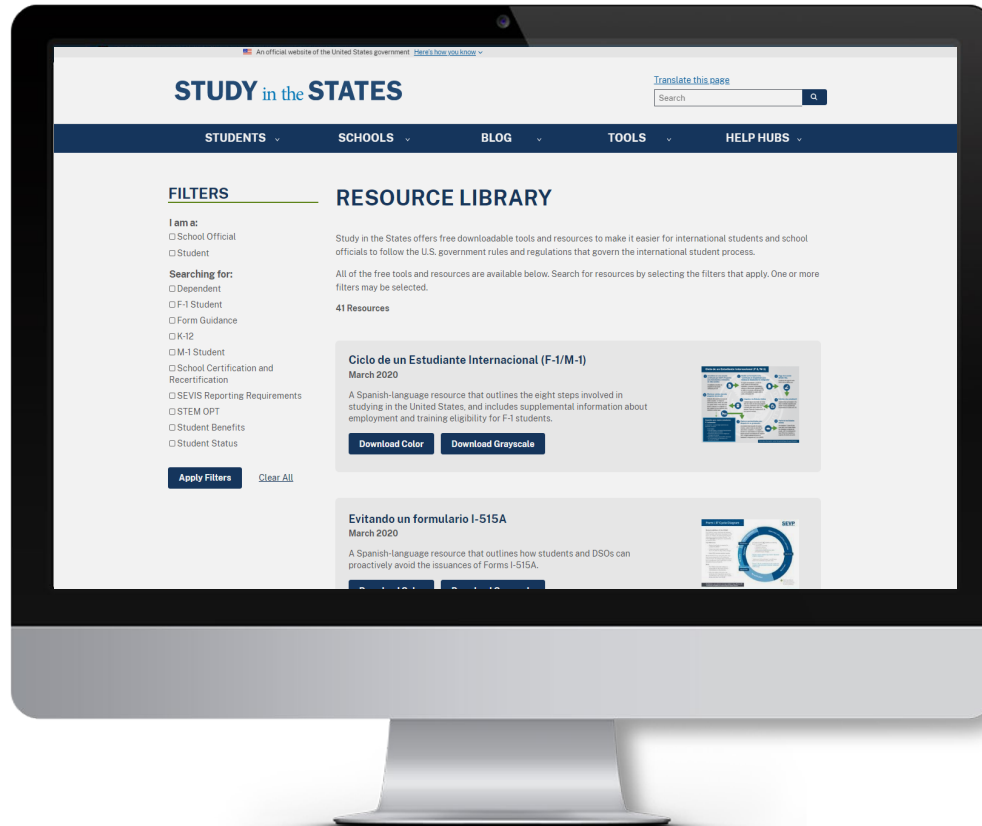
SEVIS Help Hub



StudyintheStates.dhs.gov/SEVIS-Help-Hub

Study in the States

Resource Library



StudyintheStates.dhs.gov/Resource-Library

Resource Library

Record Keeping Requirements One Pager

Record Keeping Requirements

Designated school officials (DSOs) are required to keep records containing specific information and documents for each F-1 and M-1 student they enroll. DSOs must have access to each student's records should a U.S. Department of Homeland Security (DHS) official request the records. (8 CFR 214.3 (G)).

DSOs must keep copies of the following records in the student's file:

- Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status."
- Passport ID page.
- Student's address.
- Academic transcripts.
- Proof of student's financial ability.
- Student's application to the school.
- Student's acceptance letter.
- Proof of language proficiency, if applicable.
- Employment Authorization Document and Form I-797, "Notice of Action," if applicable.
- Certificate of graduation or diploma, if applicable.
- Termination date and reason, if applicable.

ADDITIONAL DOCUMENTS

In addition, the Student and Exchange Visitor Program (SEVP) recommends keeping these records on file:

- Photocopy of the student's F-1 or M-1 visa.

Located in the [Study in the States Resource Library](#)

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SEVP Contact Information



PHONE

703-603-3400

800-892-4829



EMAIL

Case-specific questions

SEVP@ice.dhs.gov

Technical issues

SEVISHelpDesk@ice.dhs.gov

Monday through Friday, 8 a.m. to 6 p.m. ET, except federal holidays

Additional contact information is available at

StudyintheStates.dhs.gov/Contact-Us

Field Representative Name

Adam.Harold@ice.dhs.gov

202-486-1040