

Navigating the I-17 Recertification Process

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Assessment of Knowledge of the I-17 Process

- Are you already a (P)DSO?
- What is your position (if you are currently working)?
- Have you filed a recertification application with SEVP before?
- What do you know about the recertification process?

How often do you review your I-17?



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Navigating the I-17 Recertification Process

(What this session is)

- Review of basic understanding of the I-17 Form
- What are the responsibilities associated with the I-17/ SEVIS approved schools for P/DSO? Ethical considerations?
- Locked/Unlocked
- Weird Scenarios
- Resources available to navigate recertification process



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Overview of the I-17

- Electronically based form that houses all the information for an institution (could be private K-12, public high school, private/public post secondary institution) about accrediting status, name of school, mailing address, programs of study, areas of study, degrees conferred, length of degrees (like how many credits/units to earn degree), quarters/semester system, school calendar, costs and demographics, campuses and instructional sites, information on President, P/DSO information.

It is the duty of the PDSO to review and maintain the accuracy of the information within the I-17 Form



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Parts of the I-17

- Contact Information – contains information about the name of the institution/main campus/ mailing address of the school/fax/telephone number/physical location of school and school type.
- Programs of Study- lists what type of educational institution your institution is, lists all the areas of study, as well as degree programs presently available for international students to receive at your institution and the length of time to complete programs and credits to earn degrees.
- Accreditations/Recognitions- includes information on when the school was established, effective dates of DOE accredited status. Need to keep an eye on this effective dates with HLC visits and the outcomes of these visits.
- School Calendar, Costs, and Demographics- Identifies how classes are conducted (quarters/semesters) dates when registrations start for each session during calendar year (check on an annual basis) and requirements for admissions.
- Campuses, Instructional Sites, and Officials- Includes information for P/DSOs for the campus.



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Review of basic understanding of responsibilities associated with the I-17

Parts of the I-17 include:

- Certificate Expiration Date- This is the date that your school's ability to host international students and issue I-20s expires- P/DSOs receive notification of this date 180 days before the expiration date to file for recertification.
- School Status- APPROVED
- Verification Date- the next date that the PDSO has to verify/confirm P/DSOs at the institution .
- Previous School Code-dates back to before SEVIS was implemented/implementation of SEVIS



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Review a sample I-17



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Timeline of I-17 Recertification process

Check the I-17 for the Certification Expiration Date (CED) if you have not received notification to file for recert

180 days before CED Date

CED Date



School becomes eligible for
Recertification at main instructional site
Certified schools (P/DSOs) will receive
Notification of expiration date of I-17.

P/DSOs will need to review the I-17 for accuracy on degrees granted,
Length of degree programs listed, cost of attendance, dates of semesters,
P/DSOs listed.



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Locked/Unlocked- what does that mean?



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What if you get approved by the Higher Learning Commission to host students in a new Master's degree? What are your next steps?



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Questions to explore

I was listening in on the President's town hall meeting with the student population and heard that the university had Secured a lease agreement for classroom space off campus for our Pharm D program. What is my next step?



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Questions to explore

I have a new employee in my office that is going to need access to SEVIS but my I-17 is locked- what are my next steps?



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Resources available to navigate recertification process

- SEVP Field Representatives- many have been P/DSOs in the past and understand the perspective of P/DSOs!
- Study in the States provides many great resources to navigate including:
 - [Adding/Removing P/DSOs](#)
 - Adding/removing instructional sites
 - PDSO responsibilities to maintaining I-17
- SEVP Response Center- 1-703-603-3400
- Colleagues that have filed for recertification processes in the past! Network with others at conferences.
- NAFSA List Servs
- [Nationally recognized accrediting agencies for postsecondary schools- U.S. Department of Education](#)
- Send emails to SEVP@ice.gov with ATTN- School Certification Unit- School SEVIS School Code



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