# Requisition

Supplier: MISCELLANEOUS

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\*\*\*\*\* CA 95825 United States

email:

Ship To: RECEIVING

10 COLLEGE PARKWAY FOLSOM CA 95630-6798 000003680

 Business Unit:
 GENFD
 OPEN

 Req ID:
 Date
 Page

 0001031421
 07/13/2021
 1

 Requisition Name:
 DHS SEVIS SCHOOL CERTIF

 Requester
 Requester

Christine Wurzer
Requester Signature

Buyer: Brenda Haney

Approved:

Entered By: KRAVCHUA 13-JUL-2021

| Line-Schd | Description                      | Quantit | y UOM | Price    | Extended Amt Due Date |
|-----------|----------------------------------|---------|-------|----------|-----------------------|
| 1-1       | SEVIS RECERTIFICATION FILING FEE | 1       | EA    | 1,250.00 | 1,250.00              |

1,250.00 Sub-total 0.00 Est. tax

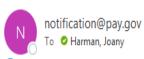
Total Requisition Amount: 1,250.00

DHS SEVIS SCHOOL CERTIFICATION PAYMENT STUDENT AND EXCHANGE VISITOR PROGRAM

<u>BU</u> <u>Acct</u> <u>Fd</u> <u>Org</u> <u>Prog</u> <u>Sub</u> <u>Proj</u> <u>Amount</u> GENFD 5890 11 FL.VS.OFFC 64900 00000 051C 1,250.00

| Approval Signature | Approval Signature | Approval Signature |  |
|--------------------|--------------------|--------------------|--|
|                    |                    |                    |  |

## Pay.gov Payment Confirmation: I17SCHOOLCERTIFICATION



← Reply ← Re

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An official email of the United States government



Your payment has been submitted to Pay.gov and the details are below. If you have any questions regarding this payment, please contact School Certification Branch ICE/SEVP at 703-603-3400 or schoolcert.sevis@dhs.gov.

Application Name: I17SCHOOLCERTIFICATION

Pay.gov Tracking ID: 26SMTFRR

Agency Tracking ID: 76125500122

Transaction Type: Sale

Transaction Date: 07/14/2021 11:09:12 AM EDT

Account Holder Name: JOANY HARMAN

Transaction Amount: \$1,250.00

Card Type: Visa

Card Number: \*\*\*\*\*\*\*\*9317

School Name: Folsom Lake College

School District/Affiliation/System: Folsom Lake College

School Code: SFR214F01952000

School Address: 10 College Parkway

School City: Folsom

School State: CA

School Zip/Postal Code: 95630

School Contact First Name: CHRISTINE

School Contact Middle Name:

School Contact Last Name: WURZER

School Contact Phone Number: 918-608-6645

Amount: \$1,250.00

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#### Activities

Business Unit GENFD

Requisition Date 07/13/2021

Requisition 0001031421

Refresh

Status Open

ID

OK

Cancel

| Requisition Activities Personalize   Find   🗗   🕎 |          |            |      |                 |                     | Personalize   Find   🗗   📑 First 🕚 1-3 of 3 | Last           |   |
|---|----------|------------|------|-----------------|---------------------|---|----------------|---|
|   | Done     | Date▲      | Seq▲ | LR Std Comment  | Enter Comment       | Signed Date                                 | Signed By      | y |
| 1   |          | 07/13/2021 | 1    |                 | Requisition Entered | 07/13/2021                                  | Alina Kravchuk | + |
| 2   | V        | 07/14/2021 | 2    |                 | LR SYSTEM GENERATED | 07/14/2021                                  | Joany Harman   | + |
| 3   | <b>V</b> | 07/14/2021 | 3    | Budget Approved | Dean approval-KB    | 07/14/2021                                  | Kellie Butler  | + |



### ☐ 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 <u>pay.gov</u> 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 <u>pay.gov</u>.
- 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. At this time, SEVP will accept non-substantial updates to the Form I-17 as part of the school's petition for recertification. Substantial updates, such as a change of ownership, a change of location(s), or the addition of a location(s) must be submitted separately from recertification as a petition update prior to submitting for recertification. After review of your Form I-17 and making edits (if applicable) click the Submit link to complete the application for Recertification.
- Upload the signed Form I-17, proof of payment of the recertification fee, and all additional evidence (if applicable) in SEVIS.

See Form I-17: <u>Upload Evidence User Guide</u> for instruction on the upload process in SEVIS.

• By clicking the "Submit" button, you are attesting to the veracity of all information contained within the Form I-17.

**NOTE:** Effective Jan. 8, 2018, SEVP no longer accepts filing evidence via email. Additionally, SEVP does not accept submissions sent via fax or U.S. mail. Evidence must be by uploaded into SEVIS.

### ☐ Receive Notice of Confirmation 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 <a href="mailto:sevp@ice.dhs.gov">sevp@ice.dhs.gov</a>.