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Overview

In accordance with [8CFR 214.3\(g\)](#), school officials must update their institution's Form I-17 when information on the petition changes or does not reflect the institution's current operating status. Such changes must be reported within 21 days of the change. This includes changes to information on Page 1 of the Form I-17: *Contact Information*.

For more information about other petition updates, See the [SEVIS Help Hub](#) for the following articles:



- Update Form I-17 Overview
- Update Form I-17: Contact Information
- Update Form I-17: Programs of Study
- Update Form I-17: Accreditations and Recognitions
- Update Form I-17: School Calendar, Cost, and Demographics
- Update Form I-17: Manage Instructional Sites
- Update Form I-17: Manage School Officials

Process

1. From the *Listing of Schools* page, select the school you want to edit by opening the drop-down list. The selected school name displays as a hyperlink below the drop-down menu.



Listing of Schools

Alerts Search + New Student Student Lists Reports Downloads Mass Actions

SEVP School for Advanced SEVIS Studies BAL214F4444000 Select a school to see a list of campuses for that school

SEVP Robertson School for Advanced Study WAS214F21211000

SEVP School for Advanced SEVIS Studies BAL214F4444000

Topaz School WAS214F25555000

Select	Name of Campus	Campus Code	Location (City, State)	Role
<input checked="" type="radio"/>	SEVP School for Advanced SEVIS Studies	BAL214F4444000	Ft. Washington, MD	DSO
<input type="radio"/>	SMU Technical Institute	BAL214F4444001	Fredericksburg, VA	DSO

Indicates an alert for that campus

Indicates that the PDSO of the main campus has to apply for recertification

Indicates that the ability of the school's officials to create new student records has been disabled by SEVP

Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP

Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

- Click the hyperlinked school name. The *School Information* page opens. The name of the school displays at the top.



School Information

SEVP School for Advanced SEVIS Studies
School Code: BAL214F44444000

[Print I-17 Form](#)

Page Navigation:

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

Actions:

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

Views:

- [View Draft Update](#)
- [View Event History](#)

Certification Expiration Date: 12/01/2016
School Status: APPROVED
Next User Verification Date: 09/04/2016
Previous School Code: N/A

Section 1: Contact Information

- 1.1 Approval for Attendance of Students Under:**
Section 101(a)(15)(f) of the Act (Academic and Language Students)
- 1.2 Name of School or School System:** SEVP School for Advanced SEVIS Studies
- 1.3 Name of Main Campus:** SEVP School for Advanced SEVIS Studies
- 1.4 Mailing Address of the School:**
126 N WAYNE ST
ARLINGTON, VA 22201-1516
- 1.5 Telephone Number:** 555-555-5555
- 1.6 Fax Number:** 555-555-5555
- 1.7 Physical Location of the School:**
126 N WAYNE ST
ARLINGTON, VA 22201-1516
- 1.8 School Type:** Public

Section 2: Programs of Study

[Top of Page](#)

- 2.1 This School is Engaged in:**
Vocational or Technical Education (M-1)
Flight Training
Higher Education (issuing one or more of the following degrees: Associate's, Bachelor's, Master's, PhD.)
Other: Professional Certificates
Higher Education: This school does confer recognized Associates, Bachelor's, Master's, Doctor's, Professional, or Divinity degrees. Its credits are recognized by and transferable to institutions of study which confer degrees.
Vocational/Technical/Flight: This school does qualify its graduates for employment in the occupation for which preparation is offered.
- 2.2 Areas of Study:**
Liberal Arts
Fine Arts
Religious

3. Click the **Update School Information (Form I-17)** link under **Actions:** on the left-side panel of the *School Information* page. The *Update School Information (Form I-17): Page 1: Contact Information* page opens.



[<< Return to School Information](#)

Page 1: Contact Information

[Page 2: Programs of Study](#)

[Page 3: Accreditations and Recognitions](#)

[Page 4: School Calendar, Costs, and Demographics](#)

[Page 5: Campuses and Instructional Sites](#)

[Page 6: School Officials](#)

[Submit](#)

Update School Information (Form I-17)

Contact Information

SEVP School for Advanced SEVIS Studies - BAL214F44444000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass (⌚)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

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 * ⌚ ?

SEVP School for Advanced SEVIS Studies

1.3 Name of Main Campus * ⌚ ?

SEVP School for Advanced SEVIS Studies

1.4 Mailing Address of the School * ⌚ ?

[Edit Address](#)

126 N WAYNE ST
ARLINGTON VA 22201 - 1516

1.5 Telephone Number ⌚

(555) 555 - 5555

1.6 Fax Number ⌚

(555) 555 - 1111

1.7 Physical Location of the School (No P.O. Boxes) * ⌚ ?

Same as mailing address

[Edit Address](#)

126 N WAYNE ST
ARLINGTON VA 22201 - 1516

1.8 School Type * ⌚ ?

Private, for profit

Which classification should I select?

What is the difference between a school and a school system?

What location should I enter as my main campus?

What should I enter in this field?

What should I enter in this field?

What should I enter in this field?

What should I select?

4. The school's current contact information pre-populates the fields. Update information by doing the following:

- To update **1.1 Approval for Attendance of Students Under**, select the classification(s) for the programs of study in which you are petitioning to enroll nonimmigrant students:
 - **Section 101(a)(15)(f) of the Act (academic and language students)**
 - **Section 101(a)(15)(m) of the Act (vocational students)**





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)



- To update **1.2 Name of School or School System**, enter the name of your school.

	Enter the full legal name of your school. Ensure that this name is consistent, with the name listed on the school’s state licensing and accreditation information. If your school has a “doing business as” (DBA) name, please include it in this field, preceded by “DBA”.
	Entries for Name of School System may be the name of an individual school. However, school systems, have the option of applying for certification as a whole. “School system” describes a system comprised of public high schools (grades 9-12) or private schools, including dioceses, (grades kindergarten-12).

1.2 Name of School or School System * ⌚ ⓘ

SEVP School for Advanced SEVIS Studies


- To update **1.3 Name of Main Campus**, enter the full name of your main instructional site (previously termed "campus").

	For most schools, it is the location of the principal administration offices. Often, the answers for Name of School System and Name of Main Campus are the same.
	Officials of school systems should supply the name of the location, such as “district office.”

1.3 Name of Main Campus * ⌚ ⓘ

SEVP School for Advanced SEVIS Studies

- To update **1.4 Mailing Address of the School**, enter the mailing address of your main instructional site. It may include a P.O. Box number.

	After a user enters an address in the Address window, SEVIS will check if the address is valid. If the address is valid, the address is added to the form. If the address is invalid, SEVIS may suggest an address.
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1.4 Mailing Address of the School * ⌚ ⓘ

[Edit Address](#)

126 N WAYNE ST
ARLINGTON VA 22201 - 1516

- To update **1.5 Telephone Number**, enter the school’s main telephone number.

1.5 Telephone Number ⌚

(555) 555 - 5555

- To update **1.6 Fax Number**, enter or update the school’s main fax number

1.6 Fax Number ⌚

(555) 555 - 1111

- To update **1.7 Physical Location of the School (No P.O. Boxes)**, unless you are filing as a school system, this must be the physical location of your school’s main instructional site.

If the update is for a public school system, enter the address of the district office. The update of the petition for a private kindergarten-12 system with record keeping centralized at a main office or school should list that in this field.

1.7 Physical Location of the School (No P.O. Boxes) * ⌚ ⓘ

Same as mailing address

[Edit Address](#)

126 N WAYNE ST
ARLINGTON VA 22201 - 1516

After a user enters an address in the Address window, SEVIS will check if the address is valid. If the address is valid, the address is added to the petition. If the address is invalid, SEVIS may suggest an alternate address.

- To update **1.8 School Type**, Select your type of school. This refers to the general nature of school ownership (i.e., public or private).

1.8 School Type * ⌚ ⓘ

Private, for profit

Private, non-profit

Public

If your school is privately owned, you must state the name and address of the owner of the school.



- To update **1.9 Private School Owner**, state the name of the owner of the school



If a board of trustees/directors operates your school, enter that information in this field. Only list the name of the school president if that person is also the owner. If your school is incorporated, list the corporation name and the governing body.

1.8 School Type * ⓘ ⓘ

Private, for profit

Private, non-profit

Public

1.9 Private School Owner * ⓘ ⓘ

- To update **1.10 Private School Owner**, enter the mailing address of the owner of the school.



After a user enters an address in the Address window, SEVIS will check if the address is valid. If the address is valid, the address is added to the petition. If the address is invalid, SEVIS may suggest an alternate address.

- Once all required revisions to the Form I-17 are completed, use the buttons at the bottom of the page:



Page 3: Accreditations and Recognitions
Page 4: School Calendar, Costs, and Demographics
Page 5: Campuses and Instructional Sites
Page 6: School Officials
Submit

students)
 Section 101(a)(15)(m) of the Act (vocational students)

1.2 **Name of School or School System** * ⓘ ⓘ What is the difference between a school and a school system?

1.3 **Name of Main Campus** * ⓘ ⓘ What location should I enter as my main campus?

1.4 **Mailing Address of the School** * ⓘ ⓘ What should I enter in this field?
[Edit Address](#)
126 N WAYNE ST
ARLINGTON VA 22201 - 1516

1.5 **Telephone Number** ⓘ
(555) 555 - 5555

1.6 **Fax Number** ⓘ
(555) 555 - 1111

1.7 **Physical Location of the School (No P.O. Boxes)** * ⓘ ⓘ What should I enter in this field?
 Same as mailing address
[Edit Address](#)
126 N WAYNE ST
ARLINGTON VA 22201 - 1516

1.8 **School Type** * ⓘ ⓘ What should I select?
 Private, for profit
 Private, non-profit
 Public

- Click **Save Draft**: Saves all changes made to the Form I-17 in draft without submitting changes.
 - Click **Print Draft**: Prints out a new Form I-17 without submitting changes.
 - Click **Previous**: Returns the user to *Page 3: Accreditations and Recognitions* without submitting changes.
 - Click **Next**: Brings the user to *Page 2: Programs of Study* without submitting changes.
 - Click **Cancel**: Cancels all changes made to the Form I-17 without saving changes and restores previous saved values.
6. Click **Submit** under **Page 6: School Officials** in the top left corner of the page to submit all changes made to *Page 1: Contact Information*.



Update School Information (Form I-17)

Contact Information

SEVP School for Advanced SEVIS Studies - BAL214F44444000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass (⌚)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

<< Return to School Information

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Page 4: School Calendar, Costs, and Demographics

Page 5: Campuses and Instructional Sites

Page 6: School Officials

Submit

1.1 Approval for Attendance of Students Under * ⌚ ? Which classification should I select?

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 * ⌚ ? What is the difference between a school and a school system?

1.3 Name of Main Campus * ⌚ ? What location should I enter as my main campus?

1.4 Mailing Address of the School * ⌚ ? What should I enter in this field?

[Edit Address](#)

126 N WAYNE ST
ARLINGTON VA 22201 - 1516

1.5 Telephone Number ⌚

() -

1.6 Fax Number ⌚

() -

1.7 Physical Location of the School (No P.O. Boxes) * ⌚ ? What should I enter in this field?

Same as mailing address

[Edit Address](#)

126 N WAYNE ST
ARLINGTON VA 22201 - 1516

1.8 School Type * ⌚ ? What should I select?

Private, for profit

Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
September 30, 2016	Initial Release