U.S. Immigration and Customs Enforcement

SEVIS User Guide

Initial School Certification

Contents

Overview of the Initial School Certification Process

The Student and Exchange Visitor Program (SEVP) is the federal agency that:

- Administers the immigration regulations for academic (F-1) and vocational (M-1) students
- Certifies and oversees the schools authorized to enroll F-1 and M-1 students
- Monitors F and M nonimmigrants
- Maintains the Student and Exchange Visitor Information Systems (SEVIS), and electronic tracking and reporting system used to monitor nonimmigrant students and their schools.

SEVP is a law enforcement agency within Immigration and Customs Enforcement (ICE), which is part of the Department of Homeland Security (DHS).

Schools use SEVIS to:

- Petition for initial SEVP certification to enroll nonimmigrant students
- Create the certificates of eligibility (Form I-20) used by nonimmigrant students
- Comply with their reporting responsibilities
- Update their Form I-17 petition
- Petition for recertification

Regulations

Before filing for initial school certification, school officials must be familiar with the federal regulations, policies, and procedures that govern SEVP-certified schools. These regulations detail:

- The process for filing for initial school certification
- The process for filing for recertification
- The school's responsibilities for managing their programs.
- The school's record keeping and legal reporting requirements.
- F-1 and M-1 student responsibilities, requirements, and benefits

School officials must read and understand
- Title 8 Code of Federal Regulations (CFR) 214.3 Petitions for approval of schools
- 8 CFR) 214.2(f) Academic and language students
- 8 CFR214.2(m) Vocational students
- 8 CFR 214.4 Denial of Certification, denial of recertification, or withdrawal of SE VP Certification
- 8 CFR 214.13 SEVIS Fee for F, J, and M nonimmigrants
- 8 CFR 248 Change of nonimmigrant status
- 18 U.S. Code (USC) 1001 False Statements
- 18 USC 1621 Perjury
- SEVP Policy Guidance
- SEVP procedural guidance

Resources

The following resources provide useful information to guide you through the certification process.

Resources on ICE.gov:
- www.ice.gov/sevis/schools
- Initial School Certification Frequently Asked Questions (FAQ) This document contains information on special circumstances and processing times.

Process Overview

Before you start the process, know:

- Who will file the petition for the school.

> - SEVP will send all correspondence about the petition to this person.
> - This person does not have to be the same person as the principle designated school official (PDSO).
> - You cannot change this contact person while the petition is pending.

- Who will serve as the school's PDSO. This person will be responsible for ensuring the school complies with applicable regulations and reporting requirements. You must have a PDSO as part of the initial petition.

Step	Player	Action
1	You	• Review relevant regulations and materials. (See resource list above.) • Collect the information and evidence required to file the petition in SEVIS.
2	You	• Go to https://egov.ice.dhs.gov/sevis. • Register for a new SEVIS account.
3	SEVIS	• Creates a temporary SEVIS account for you. • Sends two emails: o One contains your temporary SEVIS user name. o One contains the SEVIS password standards and a link to create your password. This link is only valid for 30 days.
4	You	• Create your SEVIS password. • Log in to SEVIS. • Fill out the Form I-17, provides information on the school's: o Contact Information o Programs of Study o Accreditations and Recognitions o School Calendar, Costs and Demographics o Campuses and Instructional Sites o School Officials • Save the petition. • Print the Form I-17 and collects the necessary signatures.

Step	Player	Action
		• Scan the supporting evidence. • Convert them into PDFs. • Submit the petition in SEVIS. **Note:** Cancelling your petition deletes all data on your Form I-17.
5	SEVIS	• Confirms the submission • Locks the petition, preventing any edits.
6	You	• Email the evidence required to file to initial.sevis@ice.dhs.gov within 48 hours of submitting the petition in SEVIS; or upload the evidence, when the functionality available. • Pay the filing fee. The Pay Certification and Site Visit Fees article describes how to pay the fees on pay.gov.
7	SEVP	• Receives the petition • Confirms: ○ Payment of the filing and site visit fees ○ Receipt of the submitted evidence • Marks the petition as "Filed" or cancels it. **Note:** If the petition is canceled, you must submit a new petition and any supporting evidence if you want to pursue certification. • Schedules the site visit.
8	SEVP	• Conducts site visit.
9	SEVP	• Researches your school. • Reviews submitted evidence. • Emails a request for evidence (RFE). If either: ○ More information or evidence is needed. ○ Edits to the petition are required. SEVP will unlock the petition if edits are needed.
10	You	• Respond to any RFE received by the response deadline. • Edit the Form I-17 in SEVIS, if instructed.
11	SEVP	• Adjudicates the petition. • SEVP may deny the petition for abandonment if you fail to respond to an RFE by the deadline.
12	SEVIS	• Notifies you of the decision. • If approved:

Step	Player	Action
		o Assigns user names to the school officials listed in the petition. o Emails the officials with their user name and instructions for accessing SEVIS. o Disables your temporary account. • If denied, sends a Notice of Denial to all designated officials listed on the petition. The notice details: o Reasons for the denial. o School's appeal rights.

> 🚫   SEVIS will delete any draft petition that is not touched for 45 days.

Navigating the Form I-17 in SEVIS

Navigation in the SEVIS Header

The SEVIS header contains several links that take you to different functionality in SEVIS.
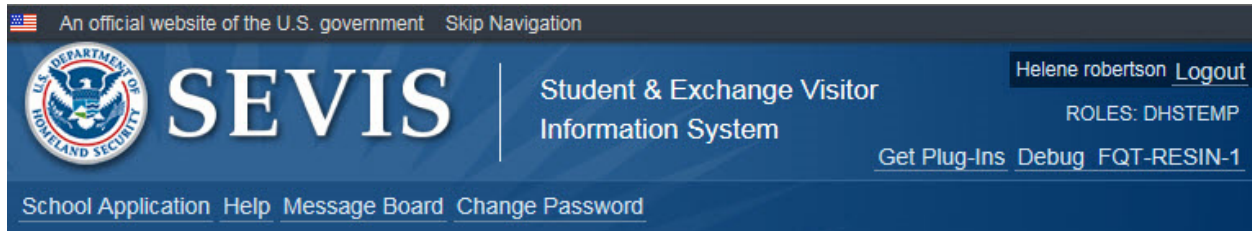
- **School Application:** takes you to the Form I-17 Petition for Initial Certification
- **Help:** opens an outdated SEVIS Help system. The field-level help on the I-17 pages replaces this functionality.
- **Message Board:** Takes you to the *Broadcast Messages* page.
- **Change Password:** Takes you to the *Change My Password* page.

Navigation Panel on the Form I-17

Each page on the Form I-17 displays a navigation panel.

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

The navigation panel allows you to move freely from one page to any of the other pages. SEVIS will save any data you entered when you leave the page using these links. You must complete every required field on the page before SEVIS will allow you to move to another page.

Navigations at the Bottom of Each Page

The bottom of each page of the Form I-17 contains navigation and action buttons.

| Save Draft | Print Draft | Previous | Next | Cancel |
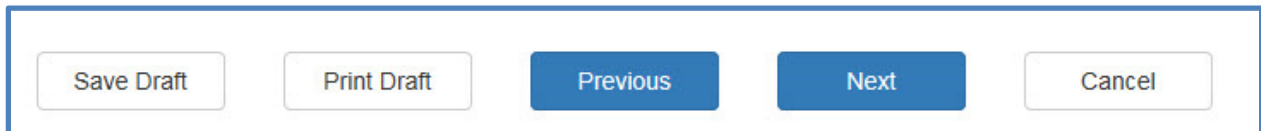
- **Save Draft:** saves the data entered into draft petition.
- **Print Draft:** prints a copy of the draft petition.
- **Previous:** takes the user to the previous page in the sequence.
- **Next:** takes the user to the next page in the sequence.
- **Cancel:** deletes the data entered in the petition and returns you to the first page of the Form I-17.

Communications from SEVP

The SEVIS *Broadcast Message* page is the first page that displays when you log in to SEVIS. This is where SEVP posts important messages about system outages, SEVIS webinars, policy guidance, resources.

The Broadcast Messages article details the features of this page.

Field-Level Help

SEVIS provides field-level help directly on the page to assist you in preparing your petition.

Click the hyperlinked question next to the field to access help for that field. The help modal for that field opens.
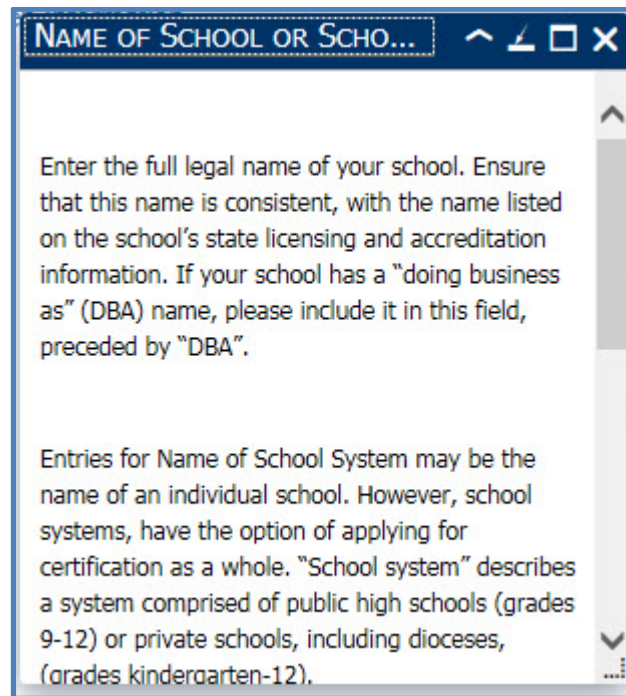
The help text displays in the modal.

You can resize the box, move it around on your screen, and scroll down for lengthy entries. The text will be specific to the field. It may contain links to more other resources.

Create Temporary User Account in SEVIS

To start the Initial Certification process, you must first create a temporary account in SEVIS.

> Plan carefully. Your school will lose access to the petition if you leave the school while it is pending. Your temporary role cannot be re-assigned to someone else.

1. Go to the SEVIS Log In page. https://egov.ice.gov/sevis.

2. Click **Register for New Account**. The *Register for a New SEVIS Account* page opens.

3. Select the option for **Apply for New School Certification by DHS to admit F and/or M Students.** The page expands to display additional fields to collect more information.

Register for a New SEVIS Account

Required fields are marked with an asterisk (✱)

Reason for Access*

◉ Apply for New School Certification by DHS to admit **F** and/or **M** Students

◯ Apply for New Program Designation by DoS to admit **J** Exchange Visitors

◯ Government User

Apply for New School Certification by DHS to admit **F** and/or **M** Students

Last Name *

First Name *

Middle Name

Email Address *

Telephone Number *

( ) - ext.

School Name *

Submit   Cancel

4. Enter your name and contact information and the school's legal name

   - Last Name (required)
   - First Name (required)
   - Middle Name
   - Email Address (required)
   - Telephone Number (required)
   - School Name (required)

5. Click either **Submit** or **Cancel**.

   - **Submit** saves the information and creates a temporary SEVIS account for you.
   - **Cancel** returns you to the SEVIS login page without creating a temporary account.

Create Password

Once you've submitted your information, two things will happen:

   - SEVIS will send you two email messages:
     - One contains your user name.

- The other outlines SEVIS' password standards and has a link to the *Create Password* page for temporary users. This link is valid for only thirty days.

- SEVIS will open the *New User Created* page.
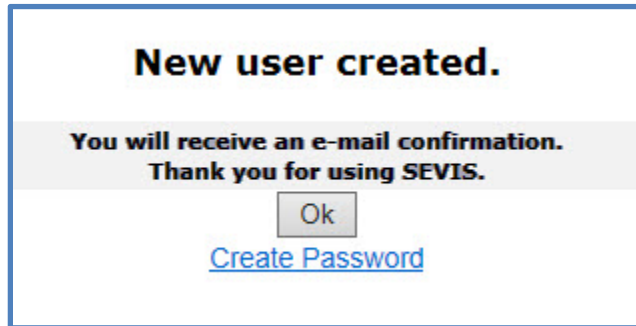
- Click either **Ok** or **Create Password**.

  o **Ok** closes the page.

Note: You can use the link in the email you receive to create your password later.

  o **Create Password** opens the *Create Password* page with your user name already entered in the User Name field.
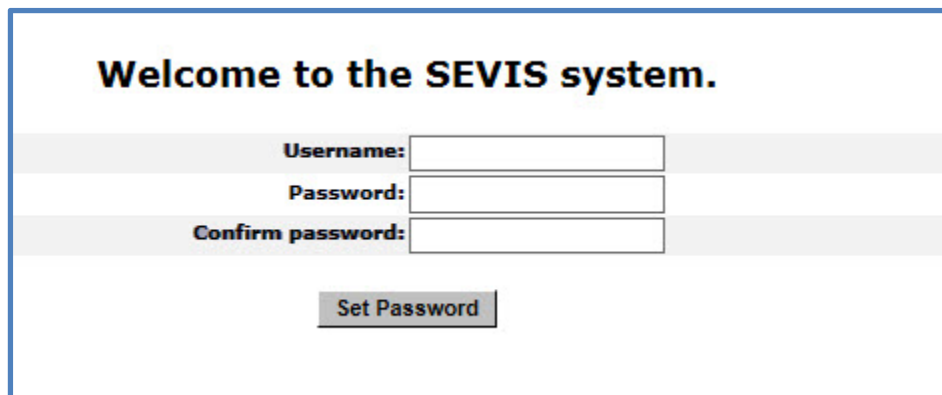
  ▪ Enter user name you received from the email.

  ▪ Create and enter your password. The password must conform to the password standards below.

Must Contain	Must NOT Contain
8-16 characters - At least one alphabetic character - One numeric character - One of the following special characters: @, #, or $	- Two consecutive identical characters - More than three consecutive characters from the previous password - Dictionary word or proper noun - Not be the same as the User ID

Must Contain	Must NOT Contain
• Non-numeric characters in the first and last positions	

- ▪ Confirm your password.
- ▪ Click **Set Password**. The *Password Set* page opens.

Password set.

Thank you for using SEVIS

You will now be returned to the logon page. Please enter your user name and newly set password when prompted.

OK

- ▪ Click **OK**. The *SEVIS Log in* page opens.

Change Password

To change your password:

An official website of the U.S. government   Skip Navigation

Helene robertson Logout
ROLES: DHSTEMP
Get Plug-Ins Debug FQT-RESIN-1

SEVIS Student & Exchange Visitor Information System

School Application   Help   Message Board   Change Password
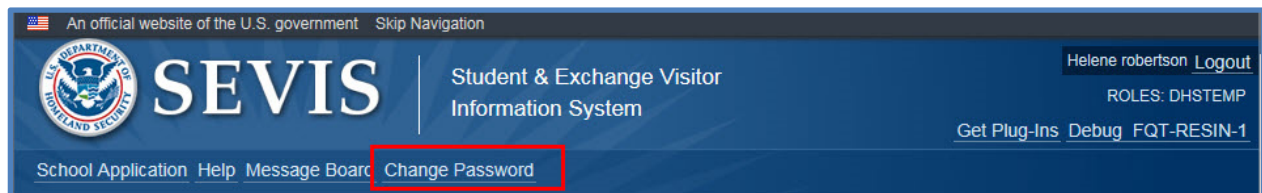
- • Click **Change Password** in the SEVIS Header The *Change My Password* page opens.

Change My Password

Required fields are marked with an asterisk (*).

USER PROFILE
Helene robertson

Change Password

Current Password*

New Password*

Re-enter New Password*

[Change Password] [Cancel]

SEVIS password requirements

- Passwords **must** be updated every 90 days.
- Users **may not** re-use the previous eight passwords.
- Passwords **must** be 8 to 16 characters in length.
- Passwords **must** contain at least:
    - One alphabetic character
    - One numeric character
    - One of the following special characters: @, #, $
- Passwords **must** contain a non-numeric in the first and last positions.
- Passwords **may not** contain two consecutive identical characters.
- When changing a password, the new password **must not** contain more than three consecutive characters from the previous password.
- Passwords **may not** contain a dictionary word or proper noun.
- Passwords **may not** be the same as, or contain, the user ID.
- Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it **must always** be entered that way.

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- Enter your current password.
- Enter your new password.
- Re-enter your new password.
- Click **Change Password** or **Cancel**.
    - **Change Password** submits your password.
    - **Cancel** returns you to the main page.

Reset Password

If you forget your password, you must call the SEVIS Help Desk (1-800-892-4829) to get your password reset.

Prepare the Petition

The petition consists of six distinct pages:

1. Contact Information
2. Programs of Study
3. Accreditations and Recognitions
4. School Calendar, Costs and Demographics
5. Campuses and Instructional Sites
6. School Officials

To move quickly from one page to another use:

- The quick navigation panel on the left side of the page

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

- The navigation buttons on the bottom of each page

Save Draft   Print Draft   Next   Cancel

SEVIS will save your data when you leave a page. SEVIS will validate the data on the page and prompt you to complete any required fields that lack values.

Contact Information Page

The Contact Page is straightforward. It collects the information SEVP will need to contact and identify the school.

1. Complete the following fields:

   - **Approval for Attendance of Students Under**: Select the classification(s) that best suit(s) the classification of the programs of study you plan to offer international students.

       o Section 101(a)(15)(f) (academic and language students)

       o Section 101(a)(15)(m) (vocational students)

The F or M Certification Job Aid compares the two types of certifications. Your choice determines the evidence you must submit to SEVP to support your petition.

- **Name of School or School System:** Enter the full legal name of one of the following:
  - o **Name of the School**, if the school is:
    - ▪ An individual school or
    - ▪ Part of a larger school system, but will manage its own F and/or M program.
  - o **Name of the School System**, if the F or M program for multiple schools will be centrally managed.
    - ▪ Public high school (9-12) system should enter the name of the school district
    - ▪ Diocese kindergarten - 12 schools should enter the name of the diocese in this field
    - ▪ Public university system where the F and/or M program is centrally managed

SEVP guidance on instructional sites provides detailed guidance for school systems.

The school name entered here must be consistent with the name on state licenses, and/or accreditations. If the schools has a name that includes "doing business as" (DBA), include it in this field, preceded by "DBA." Example: ABC Corp DBA 123 Academy.

- **Name of Main Campus:** For most schools this is the location of the principle administrative offices.
  - o For individual schools, enter the full name of your main instructional site. This may be the same as the name of the school.
  - o For school systems, enter the name of the location. Example: District Office
- **Mailing Address of the School:** Enter the mailing address for your main instructional site. This may include a P.O. Box number.

SEVIS will validate the address entered. Review the SEVIS Address Guide for information on SEVIS address standards.

- **Telephone:** Enter the telephone number for your main instructional site.

- **Fax Number:** Enter the fax number for your main instructional site.

- **Physical Location of the School (No P.O. Boxes):** Enter the physical address of your main instructional site. Click the checkbox of the physical address is the same as the mailing address. If the addresses differ:

  o For an **individual school**, enter the physical address for the main instructional site.

  o For a **school system**, enter the physical location of the main administrative offices.

    ▪ Public school system (grades 9-12); enter the address of the district office.

    ▪ Private kindergarten-12 system with record keeping centralized at a main office or school should list that in this field.

- **School Type**: Click the radio button that best describes your school.

  o Select **Private for profit** if your school is privately owned and operated for profit.

  o Select **Private non-profit** if your school is privately owned and is classified as a non-profit organization.

  o Select **Public** if your school is not privately owned.

Note: If you choose either of the private options, SEVIS will display additional fields to collect information about the owner. Publicly owned schools will not see these fields.

1.8	School Type *	What should I enter in this field?
	○ Private, for profit	
	◉ Private, non-profit	
	○ Public	
1.9	Private School Owner *	What should I enter in this field?
	[ ]	
1.10	Owner's Address * [Add Address]	

- Private School Owner:

  o If an **individual** owns the school, enter the name of the person who owns the school.

  o **Private, not for profit schools**: list the name of the non-profit and the controlling structure that oversees the operations and decisions of the school. For example SEVP Non Profit – Member Board.

o **Private for profit schools:** enter the corporation name and the governing body. For example SEVP School for Advanced SEVIS Study – Board of Directors

 Do not enter the individual names of members of a governing board.

- **Owner's Address:** Enter the address for the owner.

 SEVIS will validate the address entered. Review the SEVIS Address Guide for information on SEVIS address standards.

2. Click one of the following:

- **Save Draft:** Saves the draft.
- **Print Draft:** Prints a draft of the Form I-17.
- **Next:** Saves the data and takes you to the *Programs of Study* page of the Form I-17.
- **Cancel:** Deletes the data you entered.

Programs of Study – Kindergarten through Grade 12

The *Programs of Study* page collects information about the programs of study your school will offer international students. You should not include any programs of study you will not offer to nonimmigrant students.

 School officials cannot issue any certificates of eligibility (Forms I-20) for any programs of study that are not:
- Listed on the Form I-17 and
- Approved by SEVP

The *Programs of Study* page collects information on:

- Type of education the school offers.
- Areas of study.
- Degrees available.
- Time needed to complete the programs of study.

Types of Education Offered

Petition for School Certification (Form I-17)
Programs of Study
Required fields are marked with an asterisk (✱)

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

2.1 **This school is engaged in (check all that apply):** ✱   What does "engaged in" mean?
- ☐ Private Elementary School
- ☐ Private Middle School
- ☐ Private High School (Grades 9-12)
- ☐ Public High School (Grades 9-12)
- ☐ Vocational or Technical Education (M-1)
- ☐ Flight Training
- ☐ Language Training
- ☐ Higher Education (issuing one or more of the following degrees: Associate's, Bachelor's, Master's, PhD.)
- ☐ Other

2.2 **Areas of Study (check all that apply):** ✱   How does this differ from engaged in and what should be included in Other?

Click the checkbox for all types of education your school will offer to nonimmigrant students.

- **Private Elementary School:** Select this option if your school is a private:
  - Kindergarten and/or
  - Elementary school

🚫 Pre-kindergarten programs are not eligible for certification to enroll F- or M- students. Do not include them in your petition.

- **Private Middle School**
- **Private High School (Grades 9-12)**
- **Public High School (Grades 9-12):** Select this option if your school:
  - Is a public high school.
  - Seeks certification for grades 9-12.

🚫 Public schools are not eligible for certification to enroll F- or M- students in grades kindergarten-8, per the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996.

  - Will only admit international students for one year.
  - Will collect the full, unsubsidized per capita cost for providing education at the school.

If you seek certification for a kindergarten through 12th grade school, do not add any of the options below to your petition. The options below are for post-secondary programs of study. You must file a separate petition to cover those programs, if you offer them.

If you select **any of the K-12** options, SEVIS displays the following statement:

> **K-12:** This school ◯ does ◯ does not quality its graduates for acceptance by accredited schools at a higher education level.

You must select one of the radio buttons in the statement. You cannot leave the page without completing this section.

If you select **Public High School**, SEVIS displays the following statement:

> **Public High School:** This school ◯ does ◯ does not charge the full per student cost for tuition and restricts students to one year of study.

You must select one of the radio buttons in the statement. You cannot leave the page without completing this section.

- **Other:** Select this option if your school:
  - Is a private elementary school. In the text box, enter: enter "Private Elementary School" and indicate the grade levels for internationals students. Example: Private Elementary school: grades 4-7.
  - Is a private middle school. In the text box, enter: enter "Private Middle School" and indicate the grade levels for internationals students. Example: Private Middle school: grades 6-8.
  - Is a private high school that will not enroll international students in all four grades. In the text box, enter: enter "Private High School" and indicate the grade levels for internationals students. Example: Private High school: grades 9-10.
  - Is a public high school that will limit international student enrollment to specific grade(s). In the text box, enter "Public High School" and indicate the grade levels for international students. Example: Public High School grade 11.

Areas of Study

Click the checkbox for all areas of study your school will offer to nonimmigrant students. Your choices should relate to the type of educational programs your school offers, as listed in Field 2.1 above.

- **Liberal Arts**

- **Fine Arts**

- **English Language Training** – This applies only to stand alone English language training programs.

- **Religious**

- **Professional Studies**

- **Vocational or Technical Training**

- **Flight Training**

- **Science**

- **Education**

- **Business**

- **Engineering**

- **Other** – If you select this option, enter the name of the area(s) of study into the text box. Example: elementary and secondary education

Degrees/Certificates/Diplomas Available from the School

Schools cannot issue Forms I-20 to students for programs of study if SEVP has not approved them on the I-17. Select all diplomas and certificates your school will offer nonimmigrant students. SEVIS gives you a list of available diplomas, degrees, and certificates from which to choose.

> Kindergarten through twelfth grade schools should only select from the following options:
> - K-12 Certificate
> - K-12 Diploma
> - K-12 Other

You can change the list of degrees displayed on the screens by:

- Changing the number of degrees displayed on the page.
- Searching for specific degrees or levels.
- Sorting by any of the column headings.

> The Form I-17: Add/Remove Program Degrees on the SEVIS Help Hub describes how to use the features in this field.

2.3	List the degrees available from this school: ✳

Show 10 ⌄ entries   Search: [   ] [Print]

Do I need to list all degrees? What if a degree is not on this list?

Level ⬍	Degree Name ⬍	Status ▾	Previous Status ▾
K-12	High School Diploma		
K-12	K-12 Certificate		
K-12	K-12 Other		
ESL	ESL Certificate		
Post-Secondary Non-Degree	Post-Secondary Certificate		
Post-Secondary Non-Degree	Post-Secondary Non-Degree		
Post-Secondary Non-Degree	Post-Secondary Other		
Associate	Associate Certificate		
Associate	Associate Non-Degree		
Associate	Associate Other		
Level	Degree Name	Status	Previous Status

Showing 1 to 10 of 294 entries   Previous [1] 2 3 4 5 ... 30 Next

- Click on the degree you want to add to your petition. SEVIS will highlight the line of any degree selected. If you leave the page, SEVIS will save your selections. Upon your return to the page, SEVIS displays any selected degrees at the top of the list.

- To de-select a degree that you had already elected, click on that degree. SEVIS will remove the highlight.

- Select each degree that will be available to nonimmigrant students.

Courses of Study and Time Necessary to Complete Each

- By education level, enter the time in weeks/months/years and total credits/clock hours needed to complete each program of study at your school.
  - This field is required.
  - **Private K-12 schools**: List each grade level for which you seek certification and the amount of time it takes to complete each grade level. Example: grades K-7: 1 year per grade

> 🚫 Do not refer to your school's website or catalog.

- Click one of the following:
  - **Save Draft:** Saves the changes you made to the Form I-17.
  - **Print Draft:** Prints a draft of the Form I-17.
  - **Previous:** Saves your changes and takes you to the School Contact page.
  - **Next:** Saves your changes and takes you to the Accreditations and Recognitions page.
  - **Cancel:** Deletes the entire petition and returns you to the School Contact page. You will be asked to confirm the action before SEVIS deletes your data.

Programs of Study – Post-Secondary F and M Institutions

Skip to Programs of Study – Kindergarten through Grade 12

The *Programs of Study* page collects information about the programs of study your school will offer international students. You should not include any programs of study that are not offered to nonimmigrant students.

> School officials cannot issue any certificates of eligibility (Forms I-20) for any programs of study that are not:
> - Listed on the Form I-17 and
> - Approved by SEVP

The *Programs of Study* page collects information on:

- Type of education the school offers.
- Areas of study.
- Degrees available.
- Time to complete the programs of study.

Type of Education Offered

Click the checkbox for all types of education your school will offer to nonimmigrant students, but note that some combinations may require you to file two separate certification petitions.

- **Vocational or Technical Education (M-1):** Select this option if your school:
  - Is a community college, junior college, or other school that provides technical or vocational training.
  - Offers airplane maintenance training, simulator training, and/or related operations that do not involve flight training. These programs must hold Part 142, Part 165, Part 147, etc. certifications from the Federal Aviation Administration (FAA).

If you select **Vocational or Technical Education (M-1),** SEVIS displays the following statement:

> **Vocational/Technical/Flight:** This school ○ does ○ does not qualify its graduates for employment in the occupartion for which preparation is offered.

You must select one of the radio buttons in the statement. You cannot leave the page without completing this section.

- **Flight Training:** Select this option if your school engages in flight training that requires Part 141 certification from the Federal Aviation Administration (FAA).

Special notes for flight and flight-related programs
- Review the SEVP guidance on flight training
- You may need to select multiple boxes to cover all the programs offered at your school.
- SEVP does not accept FAA provisional status as certification. Your school must be Part 141 or Part 142 certified by the FAA.

If you select **Flight Training,** SEVIS displays the following statement:

> **Vocational/Technical/Flight:** This school ○ does ○ does not qualify its graduates for employment in the occupartion for which preparation is offered.

You must select one of the radio buttons in the statement. You cannot leave the page without completing this section.

- **Language Training:** Select this option only if your school:
  - Is a standalone English language training program for which you issue degrees or certificates
  - Is accredited by a U.S. Department of Education recognized accrediting agency.

Do not check this box for English training that is part of a vocational or technical program such as flight training or a medical specialty. Include this English training as part of the program itself.

- **Higher Education:** Select this option if your school:
  - Is a community college, junior college, college or university that issues one or more of the following degrees:
    - Associate
    - Bachelor's

- Master's

- Doctorate

- Professional degrees

o Is a community or junior college that provides vocational or technical training and awards recognized associates degrees.

o Is engaged in aviation-related higher education.

> If you select **Higher Education**, SEVIS displays the following statement:
>
> **Higher Education:** This school ○ does ○ does not confer recognized Associates, Bachelor's, Master's, Doctor's, Professional, or Divinity degrees. Its credits ○ are ○ are not recognized by and transferable to institutions of study which confer degrees.
>
> You must select one of the radio buttons in the statement. You cannot leave the page without completing this section.

- **Other:** F-1post secondary and M-1 schools should not use this field.

Areas of Study

Click the checkbox for all areas of study your school will offer to nonimmigrant students. Your choices should relate to the type of educational programs your school offers, as listed in Field 2.1 above.

- **Liberal Arts**

- **Fine Arts**

- **English Language Training** – This applies only to stand alone English language training programs.

- **Religious**

- **Professional Studies**

- **Vocational** or **Technical Training**

- **Flight Training**

- **Science**

- **Education**

- **Business**

- **Engineering**

- **Other** – If you select this option, enter the name of the area(s) of study into the text box. Example: elementary and secondary education

Degrees/Certificates/Diplomas Available from the School

Schools cannot issue Forms I-20 to students for programs of study if SEVP has not approved them on the I-17. Select all diplomas, degrees, and certificates your school will offer nonimmigrant students. SEVIS gives you a list of available diplomas, degrees, and certificates from which to choose.

> This list may not exactly match the names of the degrees offered at your school. Work with your school's registrar or chief academic officer to identify the appropriate degrees. You can export the list of available degrees.

You can change the list of degrees displayed on the screens by:

- Changing the number of degrees displayed on the page.

- Searching for specific degrees or levels.

- Sorting by any of the column headings.

> The Form I-17: Add/Remove Program Degrees on the SEVIS Help Hub describes how to use the features in this field.

2.3	List the degrees available from this school: ✳			

Show 10 entries   Search: [   ] Print

Do I need to list all degrees? What if a degree is not on this list?

Level ⬍	Degree Name ⬍	Status ▾	Previous Status ▾
K-12	High School Diploma		
K-12	K-12 Certificate		
K-12	K-12 Other		
ESL	ESL Certificate		
Post-Secondary Non-Degree	Post-Secondary Certificate		
Post-Secondary Non-Degree	Post-Secondary Non-Degree		
Post-Secondary Non-Degree	Post-Secondary Other		
Associate	Associate Certificate		
Associate	Associate Non-Degree		
Associate	Associate Other		

Showing 1 to 10 of 294 entries   Previous 1 2 3 4 5 … 30 Next

- Click on the degree you want to add to your petition. SEVIS will highlight the line of any degree selected. If you leave the page, SEVIS will save your selections. Upon your return to the page, SEVIS displays any selected degrees at the top of the list.

- To de-select a degree that you had already elected, click on that degree. SEVIS will remove the highlight.

- Select each degree that will be available to nonimmigrant students.

Courses of Study and Time Necessary to Complete Each

1. By education level, enter the time in weeks/months/years and total credits/clock hours needed to complete each program of study at your school. This field is required.

   - **Flight training schools**: List each certificate/rating for which your school seeks certification.

     o Use the name of the course as it appears on the list of FAA-approved courses.

     o Enter the time it takes to complete each course in week, months, or years.

     o If your programs of study incorporate multiple certificates/rating, list each of them individually.

   - **All other programs of study**: List each program, include:

     o Education level

     o Name of program of study

     o Time needed to complete (in years/months/weeks)

     o Total credit hours or clock hours to complete the program

🚫 Do not refer to your school's website or catalog.

Examples:
   - Bachelor's Degrees: Four years/120 credits; Except: Bachelors of Science in Nursing: five years/140 credits
   - Master's Degree: Two Years/60 credits; Except: Executive MBA: 18 Months/60 credits; Master's in Psychology: 3 years/60 credits plus one year clinical practicum
   - ESL: Levels 1-4: 10 weeks/300 clock hours; Level 5: 5-weeks/100 clock hours

- Master's Certificate in Conflict Resolution: 9 months/20 credits

2. Click one of the following:

- **Save Draft** saves the changes you made to the Form I-17.

- **Print Draft** prints a draft of the Form I-17.

- **Previous** saves your changes and takes you to the *School Contact* page.

- **Next** saves your changes and takes you to the *Accreditations and Recognitions* page.

- **Cancel** deletes the entire petition and returns you to the *School Contact* page. You will be asked to confirm the action before SEVIS deletes your data.

Accreditations and Recognitions – Kindergarten through Grade 12 Schools

Skip to Accreditations and Recognitions – F-1 Post-secondary and M-1 Schools

The *Accreditations and Recognitions* page collects information about any accreditation and state licensure or exemption that your school holds for its educational programs. Kindergarten through grade 12 schools must provide information regarding their accreditation and state licensure status.

For detailed information on accreditations and recognitions, refer to the Accreditations and Recognitions page of the SEVIS Help Hub.

Refer to these resources for additional details:
- 8 CFR 214.3(g)(2)
- 8 CFR 214.3(h)(3

SEVP Identified Accrediting Agencies

Check with your registrar's office to confirm the types of accreditations, state licensures, or exemptions your school has:
- SEVP-Identified Accrediting Agencies
- State Recognitions

Petition for School Certification (Form I-17)
Accreditations and Recognitions
Required fields are marked with an asterisk (✸)

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

Every option must have a selection. **None** is an acceptable option. Depending on your responses, you may be able to select **Not Required**.

3.1 **Date School Was Established** ✸   What should I enter in this field?
[MM] / [DD] / [YYYY]

3.2 **Department of Education Recognized Accrediting Agencies** ✸   [Add] ☑ None   Post Secondary Schools, Click Here for more information.

3.3 **SEVP Identified Accrediting Agencies** ✸   [Add] ☑ None   K-12 Schools, Click Here for more Information.

3.4 **State Recognitions** ✸   [Add] ☑ None   What are State Recognitions and do I need to list any?

3.5 **Optional Comments**   What is the purpose of the comment field?

Characters Remaining: 1000

3.6 **FAA Certification** ✸   Schools engaged in Flight Training or Simulator programs, click here for more information.

○ FAA Certified - Part 141 and/or Part 142   ○ None
If your school is FAA certified, enter the information for the applicable part or parts.

Part	FAA Certification Number	Effective Date	Expiration Date
141		MM / DD / YYYY	MM / DD / YYYY
142		MM / DD / YYYY	

[Save Draft]   [Print Draft]   [Previous]   [Next]   [Cancel]

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1. Complete the fields on the page:

   - **Date School was Established:** Enter the date the school was founded (MM/DD/YYY format)

   - **Department of Education Recognized Accrediting Agencies:** Only accredited post-secondary schools should use this list. Kindergarten through grade 12 schools should select **None** in this field.

   - **SEVP Identified Accrediting Agencies:** Only accredited private K-12 and public high schools should list an accreditor in this field. Select **None**, if your school is not accredited.

     o Click **None** to de-select that option. This activates the **Add** function.

     o Click **Add**. The SEVP Recognized Accrediting Agencies modal opens.

SEVP Identified Accrediting Agencies

Agency: [▾]

*Effective Date: [MM] / [DD] / [YYYY]   *Expiration Date: [MM] / [DD] / [YYYY]

Cancel   [Add Another] [Done]

- o Select an agency from the drop-down list.
- o Enter the **Effective Date** of the accreditation. (Format – MM/DD/YYYY) This date:
  - ▪ Cannot be more than 100 years earlier than today.
  - ▪ Cannot be in the future.
  - ▪ Should reflect your most recent accreditation.
- o Enter the **Expiration Date** of the accreditations.
- o Click one of the following:
  - ▪ **Cancel:** Returns to the *Accreditations and Recognitions* page without adding an agency.
  - ▪ **Add Another:** Adds another accrediting agency, if you have one.
  - ▪ **Done:** Adds the agency to your petition and returns to the *Accreditations and Recognitions* page.
- • **State Recognitions:**
  - o Click **None** to de-select that option. This activates the **Add** function.
  - o Click **Add**. The *State Recognitions* modal opens.
    - ▪ **Schools licensed by a state educational oversite body:** Choose the body from those listed.
    - ▪ **Schools exempt from licensure by a state educational oversite body:** Choose the exempt option for your state from the list.
    - ▪ **Schools neither licensed nor exempt from licensure by a state educational oversite body:** Choose **None**.

State Recognitions

If your school is recognized by a state agency not on this list, you may choose "None" and list the agency under "Licenses and Other Recognitions".

State Recognition: [▼]

*Effective Date: [   ] / [DD] / [YYYY]   *Expiration Date: [MM] / [DD] / [YYYY]
                                                  ☐N/A

Cancel   [Add Another] [Done]

Select an agency from the drop-down list.

Enter the effective date of the accreditation. (Format – MM/DD/YYYY) This date:

- Is required for state recognitions
- Must be on or after July 4, 1776
- Cannot be in the future

Enter the expiration date of the state recognition. (Format – MM/DD/YYYY) If there is no expiration date, click **N/A**.

Click one of the following:

- **Cancel** to return to the *Accreditations and Recognitions* page without adding an agency.
- **Add Another** to add another accrediting agency if you have one.
- **Done** to add the agency to your petition and return to the *Accreditations and Recognitions* page.

- **Optional Comments:** Enter any comments about the school's accreditations and recognitions that are relevant to the petition. For example:
  - **Multi-campus schools** with different accrediting agencies for different campuses, use this field to explain this.
- **FAA Certifications:** Select None

2. Click one of the following:

- **Save Draft** saves the changes you made to the Form I-17.
- **Print Draft** prints a draft of the Form I-17.
- **Previous** saves your changes and takes you to the *Programs of Study* page.
- **Next** saves your changes and takes you to the *Calendar, Costs, and Demographics* page.

- **Cancel** deletes the entire petition and returns you to the *School Contact* page. You must confirm the action before SEVIS deletes your data.

Accreditations and Recognitions – F-1 Post-secondary and M-1 Schools

Skip to Accreditations and Recognitions – Kindergarten through Grade 12 Schools

The *Accreditations and Recognitions* page collects information about any accreditation and state licensure or exemption that your school holds for its educational programs. Schools must provide information regarding their accreditation, state licensure status and FAA certification status for each of the following categories:

- U. S. Department of Education Recognized Agencies
- State Recognitions
- Federal Aviation Administration (FAA)

> For detailed information on accreditations and recognitions, refer to the Accreditations and Recognitions page of the SEVIS Help Hub.

> **Refer to these resources for additional details:**
> - 8 CFR 214.3(g)(2)
> - 8 CFR 214.3(h)(3)
>
> **Education website for a list of the Nationally Recognized Accrediting Agencies**

> Check with your registrar's office to confirm the types of accreditations, state licensures, exemptions or FAA certifications your school has:
> - U.S. Department of Education Recognized Agencies
> - State Recognitions
> - Federal Aviation Administration (FAA)

U.S. Immigration and Customs Enforcement

Petition for School Certification (Form I-17)
Accreditations and Recognitions
Required fields are marked with an asterisk (✱)

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

Every option must have a selection. **None** is an acceptable option. Depending on your responses, you may be able to select **Not Required**.

3.1   **Date School Was Established** ✱   What should I enter in this field?

     [MM] / [DD] / [YYYY]

3.2   **Department of Education Recognized Accrediting Agencies** ✱   [Add] ☑ None   Post Secondary Schools, Click Here for more information.

3.3   **SEVP Identified Accrediting Agencies** ✱   [Add] ☑ None   K-12 Schools, Click Here for more Information.

3.4   **State Recognitions** ✱   [Add] ☑ None   What are State Recognitions and do I need to list any?

3.5   **Optional Comments**   What is the purpose of the comment field?

     Characters Remaining: 1000

3.6   **FAA Certification** ✱   Schools engaged in Flight Training or Simulator programs, click here for more information.

     ○ FAA Certified - Part 141 and/or Part 142   ○ None

     If your school is FAA certified, enter the information for the applicable part or parts.

Part	FAA Certification Number	Effective Date	Expiration Date
141		MM / DD / YYYY	MM / DD / YYYY
142		MM / DD / YYYY	

[Save Draft]   [Print Draft]   [Previous]   [Next]   [Cancel]

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Complete the fields on the page:

- **Date School was Established**: Enter the date the school was founded (MM/DD/YYY format)

- **Department of Education Recognized Accrediting Agencies:** Only accredited post-secondary schools should use this list.

- **State Recognitions:**

  o **Schools licensed by a state educational oversite body:** choose the body from those listed.

  o **Schools exempt from licensure by a state educational oversite body**: choose the exempt option for your state from the list.

  o **Schools neither licensed nor exempt from licensure by a state educational oversite body:** choose "none".

  Click **Add**. The *State Recognitions* modal opens.

State Recognitions

If your school is recognized by a state agency not on this list, you may choose "None" and list the agency under "Licenses and Other Recognitions".

State Recognition: [▾]

*Effective Date: [   ] / [DD] / [YYYY]   *Expiration Date: [MM] / [DD] / [YYYY]
☐N/A

Cancel   [Add Another] [Done]

Select an agency from the drop-down list.

Enter the effective date of the accreditation. (Format – MM/DD/YYYY) This date:

- Is required for state recognitions
- Must be on or after July 4, 1776
- Cannot be in the future

Enter the expiration date of the state recognition. (Format – MM/DD/YYYY) If there is no expiration date, click **N/A**.

Click one of the following:

- **Cancel** to return to the *Accreditations and Recognitions* page without adding an agency.
- **Add Another** to add another accrediting agency if you have one.
- **Done** to add the agency to your petition and return to the *Accreditations and Recognitions* page.

- **Optional Comments:** Enter any comments about the school's accreditations and recognitions that are relevant to the petition. For example:
  - **Multi-campus schools** with different accrediting agencies for different campuses, use this field to explain this.
  - **Schools with FAA certifications other than Part 141/142**
- **FAA Certifications:** Select the appropriate radio button

- o Select **FAA Certified – Part 141 and/or 142** if your school offers flight-training programs that require Part 141 and/or 142 certification from the FAA.

- o Select **None** if your school does not offer flight training or if the flight-related training does not need Part 141 or 142 Certification from the FAA.

Click one of the following:

- **Save Draft** saves the changes you made to the Form I-17.

- **Print Draft** prints a draft of the Form I-17.

- **Previous** saves your changes and takes you to the *Programs of Study* page.

- **Next** saves your changes and takes you to the *Calendar, Costs, and Demographics* page.

- **Cancel** deletes the entire petition and returns you to the *School Contact* page. You must confirm the action before SEVIS deletes your data.

Calendar, Costs, and Demographics

The *Calendar, Costs, and Demographics* page collects information about your school's sessions, the size, costs, and requirements for admission.

Petition for School Certification (Form I-17)
School Calendar, Costs, and Demographics
Required fields are marked with an asterisk (*)

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

4.1 **This school's sessions are based on:** *
☐ Semesters
☐ Trimesters
☐ Quarters
☐ Other (specify)
[   ]

4.2 **Date Registration begins for EACH session during a calendar year** *   What is expected in this field?

Session 01: [▾] [▾]   Session 08: [▾] [▾]   Session 15: [▾] [▾]
Session 02: [▾] [▾]   Session 09: [▾] [▾]   Session 16: [▾] [▾]
Session 03: [▾] [▾]   Session 10: [▾] [▾]   Session 17: [▾] [▾]
Session 04: [▾] [▾]   Session 11: [▾] [▾]   Session 18: [▾] [▾]
Session 05: [▾] [▾]   Session 12: [▾] [▾]   Session 19: [▾] [▾]
Session 06: [▾] [▾]   Session 13: [▾] [▾]   Session 20: [▾] [▾]
Session 07: [▾] [▾]   Session 14: [▾] [▾]

4.3 **Sessions are held** *   ☐Day ☐Night

4.4 **Average Annual Number of Classes** *   [   ]   How do I calculate the number of classes?

4.5 **Average Annual Number of Students** *   [   ]   How do I determine the average annual number of students?

4.6 **Average Annual Number of Teachers or Instructors** *   [   ]   How do I calculate the average annual number of teachers or instructor?

4.7 **Average Annual Number of Non-Teaching Employees** *   [   ]   How do I calculate the average annual number of non-teaching employees?

4.8 **Approximate annual cost of room, board, tuition, etc. per student** *   [   ]   How do I calculate this number?

[Save Draft]   [Print Draft]   [Previous]   [Next]   [Cancel]

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Complete the fields on the page.

- **This school's sessions are based on:** Choose the option that best describes how your academic year is organized.

- **Date Registration begins for each session during a calendar year:** Enter the Month and day each academic term/session begins.

- **Sessions are held:** Click the appropriate check box(es) to indicate if your school holds day and/or evening sessions.

- For each of the following categories list the average annual number:

  o Average Annual Number of Classes:

  o Average Annual Number of Students at your school (not just nonimmigrant students):

- o   Average Annual Number of Teachers or Instructors:

- o   Average Annual Number of Non-Teaching Employees:

- **Approximate Annual Costs of room, board, tuition, etc. per student:**

  - o   **Public High Schools**: list the per capita cost of education in this field

  - o   **All other schools**: list the approximate annual costs of room, board, tuition, etc. per student.

- **Requirements for Admission:** Enter the requirements for admission for the programs of study included in this petition.

Click one of the following:

- **Save Draft** saves the changes you made to the Form I-17.

- **Print Draft** prints a draft of the Form I-17.

- **Previous** saves your changes and takes you to the *Campuses and Instructional Sites* page.

- **Next** saves your changes and takes you to the *Programs of Study* page.

- **Cancel** deletes the entire petition and returns you to the *School Contact* page. You must confirm the action before SEVIS deletes your data.

Campuses and Instructional Sites

You must enter all instructional sites you want to include in this petition. List only locations where international students will attend.

> Review the following regulations and policy guidance:
>
> - 8 CFR 214.3(a)(1)
> - SEVP Policy Guidance for Adjudicators1003-03: Reporting Instructional Sites
>
> The following resources provide detailed guidance on instructional sites:
>
> - Adding Instructional Sites article

SEVIS will display the name and address of the main campus entered on the *Contact* Information page.

If your school has no other instructional sites, click **Next.**

If your school has additional instructional sites click **Add Campus**. The *Add/Update Campus* modal opens.

Enter information about the instructional site:

- **Campus Name**: Enter the name of the site.

  > Do not enter the exact same name for each of your instructional sites.
  >
  > If your instructional sites share the same name, such as XYZ University, modify their names to make them unique. Example: XYX University – Arlington, XYZ University 5th Avenue, XYZ University – Evansville.

- **Mailing Address:** Enter the mailing address for the instructional site. This may include a P.O. box number.

  > SEVIS will validate the address entered. Review the SEVIS Address Guide for information on SEVIS address standards.

- **Physical Address**: Enter the physical address of the instructional site. Click the checkbox of the physical address is the same as the mailing address.

- **Telephone Number**: Enter the telephone number for the site.

- **Fax Number**: enter the fax number of the site.

Click either **Cancel** or **Submit**.

- **Cancel** returns you to the *Campus and Instructional Sites* page without making any changes.

- **Submit** adds the instructional site to the petition, but does not submit the petition.

Petition for School Certification (Form I-17)
Campuses and Instructional Sites
Required fields are marked with an asterisk (✳)
"i" information icon denotes help about the page (ⓘ)
Question Mark denotes information about the field (❓)

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

5.1 **Manage Campuses** ✳ ❓   How do I manage my campus information?

Campus Name	Physical Address	Campus Code	Actions
The SEVIS School	1600 PENNSYLVANIA AVE SE, WASHINGTON, DC, 20003-3228	000	
The SEVIS School - Arlington	126 N WAYNE ST, ARLINGTON, VA, 22201-1516	001	Update Delete

5.2 **Add Campus** ❓   When should I add an instructional site (campus) to my Form I-17?

[Add Campus]

[Save Draft] [Print Draft] [Previous] [Next] [Cancel]

Click one of the following:

- **Save Draft** saves the changes you made to the Form I-17.

- **Print Draft** prints a draft of the Form I-17.

- **Previous** saves your changes and takes you to the *Calendar, costs, and Demographics* page.

- **Next** saves your changes and takes you to the *School Officials* page.

- **Cancel** deletes the entire petition and returns you to the *School Contact* page. You must confirm the action before SEVIS deletes your data.

School Officials

This page collects information on the people who will manage the F/M program at your school on a daily basis. These are the only people who will legally be able to access SEVIS. SEVP will communicate with them when necessary.

Review the regulations that describe the responsibilities of the school and the principle designated school official (PDSO) and the designated school official (DSO).

- 8 CFR 214.3(l)

Review the following resources

- [PDSO and DSO Functions](#)

When appointing school officials, it is best to:

- Add only people who will actively use SEVIS to create or maintain student records on a daily basis and keep the Form I-17up to date.
- Have more than one official for each instructional site for adequate coverage
- Consider people who have the time needed to:
  - Create and manage student records
  - Update school record
  - Stay current on regulations and SEVP policies
  - Maintain the Form I-17

Only SEVP-approved DSOs are authorized to access SEVIS. Federal law forbids the sharing of usernames and passwords to access the system.

Petition for School Certification (Form I-17)
School Officials
Required fields are marked with an asterisk (✱)
"i" information icon denotes help about the page (ⓘ)
Question Mark denotes information about the field (❓)

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

6.1   **Current School Officials By Campus** ✱ ❓   Who are School Officials?

Show [10 ▾] entries   Search: [_____]

Official's Name ⬍	Telephone	Email Address	Role	Actions
The SEVIS School			Roles	
	-- ext.			
The SEVIS School - Arlington			Roles	
	-- ext.			

Showing 1 to 2 of 2 entries   First   Previous   [1]   Next   Last

6.2   **Add School Officials** ❓

[Add a new Official]   How do I add a new official?

SEVIS User Name   Who are existing School Officials? how can I add an existing official?

[_____]   [Add an existing Official]

[Save Draft]   [Print Draft]   [Previous]   [Next]   [Cancel]

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Add New Official

Click the **Add a new Official** button to add someone to the petition who is not currently an active school official elsewhere. The *Add Official* modal opens.

Petition for School Certification (Form I-17)
Add Official
Required fields are marked with an asterisk (✱)

Last Name ✱ ⬚   First Name ✱ ⬚   Suffix
[_____]   [_____]   [____ ⌄]

The official is: ✱ ○ UNITED STATES CITIZEN   ○ LEGAL PERMANENT RESIDENT

Title ✱
[_____]

Address ✱
[Add Address]

Email Address ✱
[_____]

Telephone Number ✱
([____]) [____] - [_____] ext. [_____]

Assign Role ✱ Assign the official to a DSO role for at least one Campus. A new official cannot assigned to the PDSO role.

Add Official to Campus	
CAMPUS	**DSO**
The SEVIS School	☐
The SEVIS School - Arlington	☐

[Add]   [Cancel]

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Enter information about the new official:

- **Last Name:** Enter the official's legal family or surname.

- **First Name:** Enter the official's legal given name, no nicknames.

- **Suffix:** Select the appropriate suffix from the drop-down list, if the official has one.

- **The official is:** indicate whether the official is a:

  o **United States Citizen**

  o **Legal Permanent Resident** – if selected, SEVIS displays a field for the **A-Number**.

The official is: ✱ ○ UNITED STATES CITIZEN ⊙ LEGAL PERMANENT RESIDENT   A-Number: ✱ [_____]

Enter the official's A-number.

  o **Title:** Enter the official's title at your school.

  o **Address:** Enter the address for the official's work site.

> SEVIS will validate the address. Refer to the SEVIS Address article for information on SEVIS address standards.

- o **Email Address:** Enter the official's work email address. Do not enter an email address shared by other people.

> Review the SEVIS Email Standards for information on the standards for email addresses in SEVIS.

- o **Telephone Number:** Enter the official's work telephone number
- o **Assign Role:** Select the instructional sites the official will serve.

Add Existing Official

To add an existing official:

Enter the official's current SEVIS user name. Click **Add an Existing Official**. The *Add an Existing Official* modal opens.

Select the campus(es) where the official will serve

The official's role for each campus can be changed in a different location, if needed.

Click **Cancel** or **Submit**.

- **Cancel** returns you to the *School Officials* page without saving any information.
- **Submit** adds the official to the petition and returns you to the *School Officials* page.

Assign PDSO Role

Each campus must have an official who holds the PDSO role for that site. If you have multiple instructional sites, you can assign the PDSO role to the same person for all the instructional sites, or you can divide the role of PDSO at the instructional sites among multiple people.

Roles are assigned and updated by instructional site.

Click **Roles** to the right of the campus name. the *Update Roles* modal opens.

Select the appropriate role for the people listed.

Click **Cancel** or **Submit**.

- **Cancel** returns you to the *School Officials* page without saving any information.
- **Submit** changes the official's role and returns you to the *School Officials* page.

Edit Official's Information

If needed, you can edit information about officials listed in your petition.

To edit a potential official's information, click on the official's hyperlinked name. The *Update Official* page opens.

Update the information as needed.

Click either **Cancel** or **Update**.

- **Cancel** returns you to the *School Officials* page without saving any information.
- **Update** adds the official to the petition and returns you to the *School Officials* page.

Delete Official

To delete an official from your petition, click the **Delete Official** hyperlink.

The *Delete Official* modal opens.

Delete Official

This will delete the selected official from all campuses for this school immediately upon submitting the change.
Reinstating this official will require another petition update.

Cancel   Submit

Click either **Cancel** or **Submit**.

> Be sure you select the correct official. Clicking **Submit** deletes the official from *all* the campuses.

Click one of the following:

- **Save Draft** saves the changes you made to the Form I-17.
- **Print Draft** prints a draft of the Form I-17.
- **Previous** saves your changes and takes you to the *Campus and Instructional Sites* page.
- **Next** saves your changes and takes you to the *Submit* page.
- **Cancel** deletes the entire petition and returns you to the *School Contact* page. You must confirm the action before SEVIS deletes your data.

Submit the Petition in SEVIS

The final action in SEVIS is to submit the petition.

Click one of the following:

- **Save Draft** saves the changes you made to the Form I-17.

- **Print Draft** prints a draft of the Form I-17.

- **Submit** finalizes your petition. SEVIS locks the petition. You can no longer edit it.

- **Cancel** deletes the entire petition and returns you to the *School Contact* page. You must confirm the action before SEVIS deletes your data.

Click **View I-17 Form**.

The *School Information* page opens.

Click **Print I-17 Form**.

Next Steps

Once you submit the information in SEVIS, you must submit the scanned Form I-17 and supporting evidence to SEVP.

1. Collect the required signatures on the Form I-17.

2. Pay the fees via a [separate website](#) for:

a. Filing the petition for initial school certification

b. The site visit

3. Scan the signed Form I-17 and the supporting evidence and convert the documents to PDFs.

4. Email the Form I-17 and supporting evidence toinitial.sevis@ice.dhs.gov.

c.

 More detailed information on the fees is available for:
- The filing fee and the site visit fee
- How to pay certification and site visit fees

SEVP Processing

SEVP processes the petitions for initial certification in the order received. SEVP cannot expedite petitions.

Request for Evidence

If SEVP needs additional information, you may receive a request for evidence (RFE). You may be asked to provide additional information or to edit the Form I-17 petition during the adjudication process. RFEs will describe what you need to do.

RFEs have a strict response deadline. SEVP may deny your petition if you do not respond to the RFE by the deadline.

For more information, read the article on Requests for Evidence.

Decision

SEVP will adjudicate your petition and notify you of the result.

Approval

If approved, SEVIS will:

- Email you and the PDSO of the approval
- Email the PDSO and the DSO with:
  o Their user name.
  o Link for creating their password.
- Terminate your temporary user role. You will no longer be able to use your temporary user name and password to log in to SEVIS.

Denial

If denied, SEVIS will:

- Email you and the PDSO the decision.
- Terminate your temporary user role. You will no longer be able to use your temporary user name and password to log in to SEVIS.

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