

User Guide

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Overview

In accordance with <u>8CFR 214.3(g)</u>, 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 5 of the Form I-17: **Campuses and Instructional Sites.**

Schools should submit an update to their Form I-17 petition when:

- adding a new instructional site
- removing an instructional site
- changing information of an instructional site, for example, an address change



For information on other Form I-17 Petition Updates, see the <u>SEVIS Help Hub</u> for the following articles:

- Update Form I-17 Overview
- Form I-17: Update Contact Information
- Form I-17: Update Programs of Study
- Form I-17: Campuses and Instructional Sites
- Form I-17: Update School Officials



In accordance with <u>SEVP Policy Guidance for Adjudicators1003-03: Reporting Instructional Sites</u>, SEVP considers all campuses, *instructional sites*. However, until further notice, SEVIS will reference both campuses and instructional sites.

Process: Update 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.



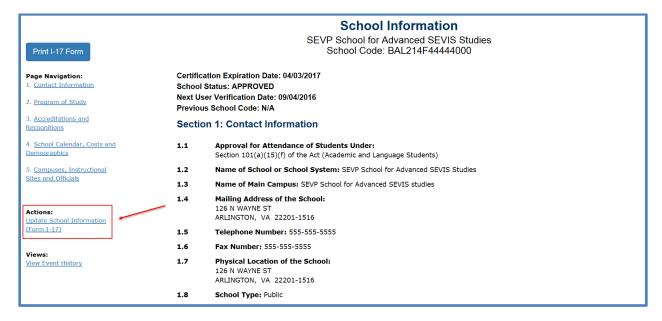
Review the following regulations and policy guidance:

- 8 CFR 214.3(a)(1)
- SEVP Policy Guidance for Adjudicators 1003-03: Reporting Instructional Sites



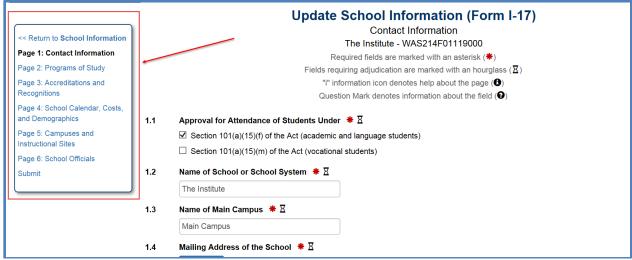
The following resources provide detailed guidance on instructional sites:

- Form I-17 Frequently Asked Questions
- Schools and Programs; Petition Updates

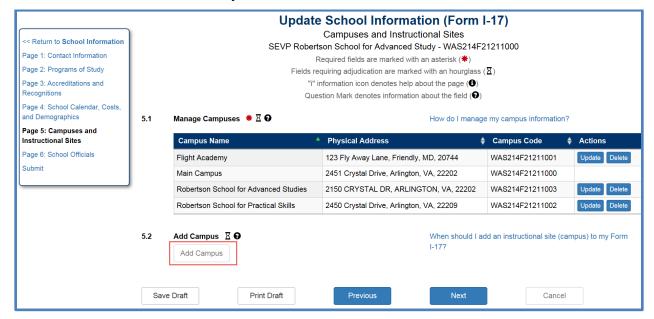


1. From the *School Information* page, click **Update School Information (Form I-17)**. *Page 1: Contact Information* opens.

2

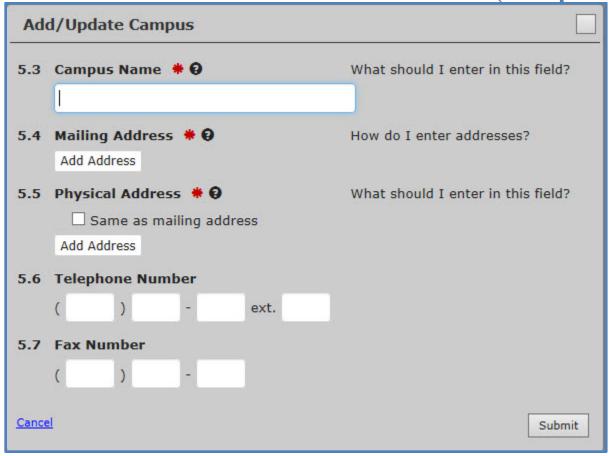


2. At the left of the page, there is a navigation bar. Click the **Page 5: Campuses and Instructional Sites** link to go to that page. SEVIS will display the names and addresses of all instructional sites currently listed on the Form I-17.



Add Instructional Site (Campus)

1. Click **Add Campus** to add additional instructional sites. The *Add/Update Campus* modal opens.



- 2. 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. This causes problems for lists and reports in SEVIS.

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 your main instructional site. This may include a P.O. box number.



SEVIS will validate the address entered. Review the <u>SEVIS Address Guide</u> 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.
- 3. Click either Cancel or Submit.

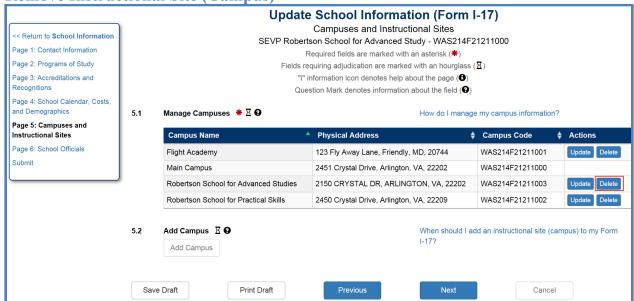
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- Cancel returns you to the *Campus and Instructional Sites* page without making any changes.
- **Submit** adds the instructional site to the petition, but does not submit the petition.

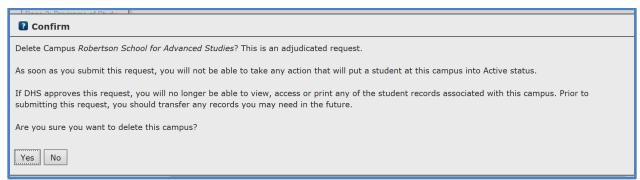


- 4. Click one of the following:
 - Save Draft saves the changes you made to the Form I-17.
 - **Print Draft** prints a draft of the Form I-17.
 - **Previous** saves your changes and takes you to the *Calendar*, *costs*, *and Demographics* page.
 - Next saves your changes and takes you to the School 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.

Remove Instructional Site (Campus)

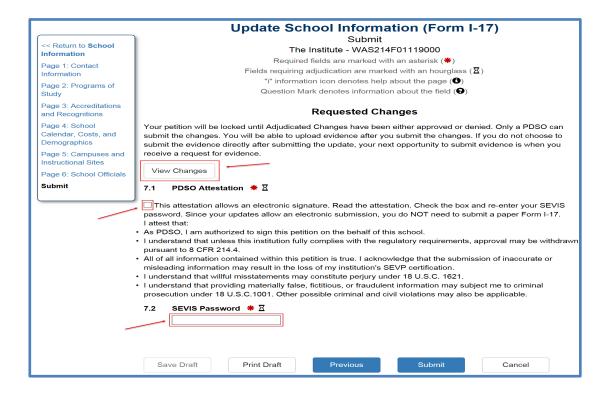


1. To remove an instructional site from your Form I-17 petition, click **Delete** next to the instructional site you want to remove. A confirmation message opens.



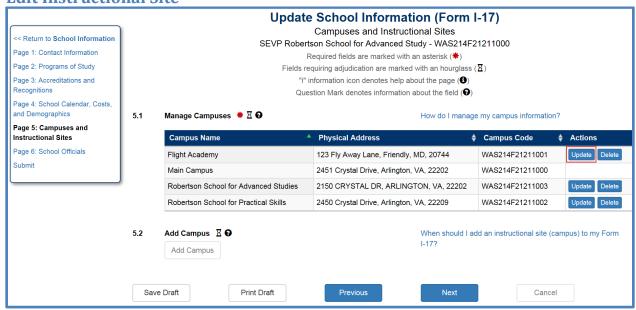
2. Click Yes to remove the instructional site from your petition.

3. Click **Submit** on the left menu to go to the submission page.

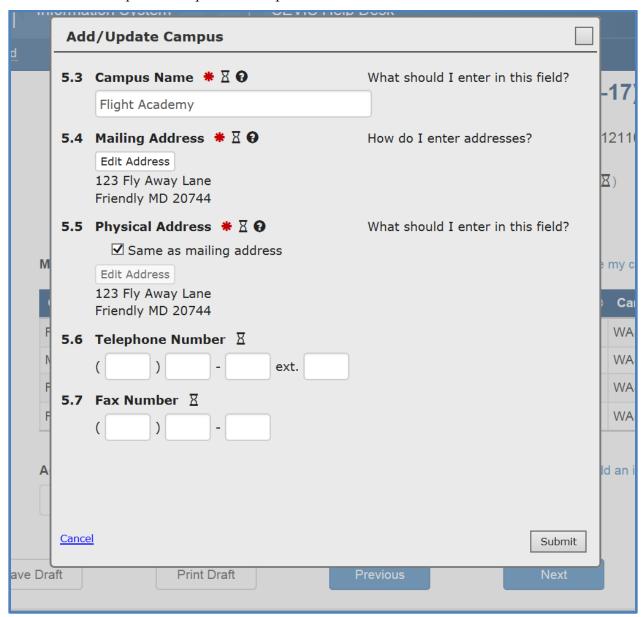


4. The PDSO should click the attestation checkbox and enter their SEVIS password to sign the petition update. Click **Submit** to file the petition update.

Edit Instructional Site



1. To edit information for an instructional site, click **Update** next to the appropriate site. The *Add/Update Campus* modal opens.



- 2. The existing information for the instructional site displays. Update 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. This causes problems for lists and reports in SEVIS.

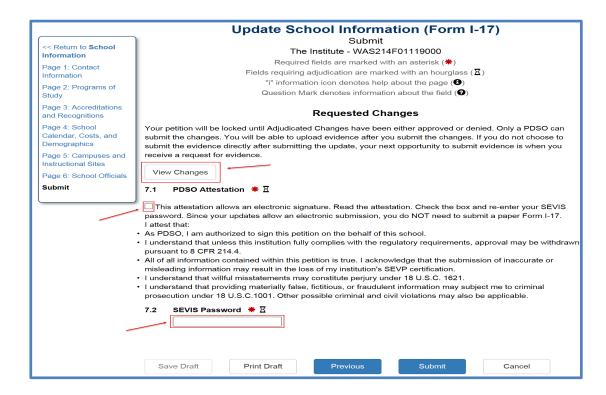
If your instructional sites share the same name, such as XYZ University, modify their names to make them unique. Example: XYX University – Arlington, XYZ University 5th Avenue, XYZ University – Evansville.

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



SEVIS will validate the address entered. Review the <u>SEVIS Address Guide</u> 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.
- 3. Click either Cancel or Submit.
- 4. Click **Submit** on the left menu to go to the submission page.



5. The PDSO should click the attestation checkbox and enter their SEVIS password to sign the petition update. Click **Submit** to file the petition update.

Icon Guide

See the <u>SEVIS Help Icons</u> on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
09/30/2016	Initial Release