SEVIS User Guide

Update Programs of Study

Contents

Overview of Updates to Programs of Study

Principle designated school officials (PDSOs) are required to submit an update to the school's approved Form I-17 when information about the programs of study offered to nonimmigrant students changes. PDSOs must update the Form I-17 within 21 days of the change.

> Designated school officials (DSOs) can enter and save changes to the programs of study, but cannot submit the petition.

The *Programs of Study* page collects information about the programs of study your school offers 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:
- The type of education the school offers
- Areas of study
- Degrees available
- Time needed to complete the programs of study

Resources to Guide You through the Process

The following resources provide useful information to help you update your programs of study.

Resources on ICE.gov:
- www.ice.gov/sevis/schools
- SEVP procedural guidance
-

Regulations
- Title 8 Code of Federal Regulations (CFR) 214.3 Petitions for approval of schools
- 18 U.S. Code (USC) 1001 False Statements
- 18 USC 1621 Perjury

Process

To update the programs of study, navigate to the *School Information* page.

Click **Update School Information (Form I-17)**. The *Contact Information* page opens.

Navigate to page two.

Make any necessary updates. Specific field-level guidance by school type (Kindergarten through grade twelve or post-secondary F/M schools) is available below.

Click **Submit**.

Update Programs of Study – Kindergarten through Grade 12 Schools

Type of Education Offered

Click the checkbox for all types of education your school offers 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, SEVIS will not allow you to select any option reserved for post-secondary or M-1 schools. 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 qualify 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 also 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:
    o 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
    o 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
    o 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
    o 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

2.2	Areas of Study (check all that apply): ✳ ⧗ ❷	What should I select?
	☑ Liberal Arts	
	☐ Fine Arts	
	☐ English Language Training	
	☐ Religious	
	☐ Professional Studies	
	☐ Vocational Or Technical Training	
	☐ Flight Training	
	☑ Science	
	☐ Education	
	☐ Business	
	☐ Engineering	
	☑ Other	
	elementary and secondary education	
	Characters Remaining: 46	

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 - **Note:** 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 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.

Characters remaining: 46

2.3 **List the degrees available from this school:** ✱ ⌛ ❷   Do I need to list all degrees? When should I select
""Other""? How do I use the selection tool?

Show [10 ⌄] entries   Search: [_____]

Level ⇕	Degree Name ⇕	Status ▾	Previous Status ▾
K-12	High School Diploma	Selected	Adjudicated
K-12	K-12 Certificate	Selected	Adjudicated
K-12	K-12 Other	Selected	Adjudicated
Post Secondary Flight Certificate	141 Additional Aircraft Category or Class Rating		
Post Secondary Flight Certificate	141 Aircraft Type Rating		
Post Secondary Flight Certificate	141 Airline Transport Pilot (ATP)		
Post Secondary Flight Certificate	141 Combined Private Pilot and Instrument Rating		
Post Secondary Flight Certificate	141 Commercial Pilot		
Post Secondary Flight Certificate	141 Flight Instructor		
Post Secondary Flight Certificate	141 Flight Instructor Instrument		

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2.4 **Courses of study and time necessary to complete each:**   What is expected in this field? How do I specify my
✱ ⌛ ❷   ""other"" programs of study?

Click on the degree you want to add to your petition. SEVIS will highlight 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, simply click on that degree. SEVIS will remove the highlight.

Select each degree that will be available to nonimmigrant students.

Courses of Study and the time necessary to complete each

By education level, enter the time 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 update and returns you to the *School Contact* page. You will be asked to confirm the action before SEVIS deletes your data.

Update Programs of Study - Post-Secondary F and M Institutions

Type of Education Offered

Edit the checkboxes for all types of education your school offers 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, 147, etc. certifications from the Federal Aviation Administration (FAA).

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

  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 occupation 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:
    - Associates
    - Bachelors
    - Masters
    - Doctorate
    - Professional degrees
  - Is a community or junior college that provides vocational or technical training and awards recognized associates degrees
  - 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-1 post 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 - **Note:** 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 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

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

Characters Remaining: 67

2.3   List the degrees available from this school: ✳ ⧗ ❸   Do I need to list all degrees? When should I select ""Other""? How do I use the selection tool?

Show [10 ▾] entries   Search: [   ]

Level ⇳	Degree Name ⇳	Status ▾	Previous Status ▾
Associate	Associate Certificate	Selected	Adjudicated
Associate	Associate Non-Degree	Selected	Adjudicated
Associate	Associate Degree Nurse/Nursing (ADN)	Selected	Adjudicated
Associate	Associate of Applied Science (AAS)	Selected	Adjudicated
Associate	Associate of Arts (AA)	Selected	Adjudicated
Associate	Associate of Electrical Engineering Technology (AEET)	Selected	Adjudicated
Associate	Associate of Electronics (AE)	Selected	Adjudicated
Associate	Associate of Engineering (AE/AEng)	Selected	Adjudicated
Associate	Associate of Engineering Technology (AET/AEngT)	Selected	Adjudicated
Associate	Associate of Forestry (AF)	Selected	Adjudicated

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Other pastoral degrees
-

2.4   Courses of study and time necessary to complete each: What is expected in this field? How do I specify my ""other"" programs of study?
✳ ⧗ ❸

Click 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, simply click on that degree. SEVIS will remove the highlight.

Select each degree available to nonimmigrant students.

Courses of Study and the time necessary to complete each

By education level, enter the time 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.
  - Use the name of the course as it appears on the list of FAA-approved courses.
  - Enter the time it takes to complete each course in week, months, or years.
  - If your programs of study incorporate multiple certificates/rating, list each of them individually.
- **All other programs of study**: list each program, include:
  - Education level
  - Name of program of study
  - Time needed to complete (in years/months/weeks)
  - 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

Click one of the following:

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

Submit the Petition in SEVIS (PDSO Only)

The final action in SEVIS is to submit the update. Only the PDSO can submit the update.

Update School Information (Form I-17)
Submit
The SEVIS School - WAS214F09999000
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 (❓)

Requested Changes

Submit all supporting evidence to update.sevis@ice.dhs.gov within 2 business days of clicking the submit button. Please see https://www.ice.gov/sevis/schools under the certification tab for information on the evidence required to support your petition.

[View Changes]

7.1   **PDSO Attestation** ✱ ⌛

☐ This attestation allows an electronic signature. Read the attestation. Check the box and re-enter your SEVIS password. Since your updates allow an electronic submission, you do NOT need to submit a paper Form I-17.
I attest that:
- As PDSO, I am authorized to sign this petition on the behalf of this school.
- I understand that unless this institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to 8 CFR 214.4.
- All of all information contained within this petition is true. I acknowledge that the submission of inaccurate or misleading information may result in the loss of my institution's SEVP certification.
- I understand that willful misstatements may constitute perjury under 18 U.S.C. 1621.
- I understand that providing materially false, fictitious, or fraudulent information may subject me to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

7.2   **SEVIS Password** ✱ ⌛

[   ]

[Save Draft] [Print Draft] [Submit] [Cancel]

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

Click the **checkbox** for the attestation.

Enter the **SEVIS Password**.

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 update. SEVIS locks the petition. You can no longer edit it.

- **Cancel** deletes the changes. You must confirm the action before SEVIS deletes your data.

Petition for School Certification (Form I-17)

Submit Successful

[View I-17 Form]

Next Steps

Once you submit the information in SEVIS, you must email the scanned supporting evidence to SEVP.

1. Scan the supporting evidence and convert the documents to PDFs.
2. Email the supporting evidence to update.sevis@ice.dhs.gov.

SEVP Processing

SEVP processes the petition updates in the order received.

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 email the decision to all school officials at the school.

Icon Guide

Document Revision History

Date	Revision Summary
TBD	Initial Release