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Overview

In accordance with [8CFR 214.3\(g\)](#), school Officials must update their institution’s Form I-17 when information on the petition changes or does not reflect the institution’s current operating status. Such changes must be reported within 21 days of the change. This includes changes to information on Page 4 of the Form I-17: **School Calendar, Costs, and Demographics**.

For information on other Petition Updates, see the [SEVIS Help Hub](#) 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



Process

Listing of Schools

Alerts
Search
New Student
Student Lists
Reports
Downloads
Mass Actions

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

SEVP Robertson School for Advanced Study WAS214F21211000

SEVP School for Advanced SEVIS Studies BAL214F4444000

Topaz School WAS214F2555000

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

- Indicates an alert for that campus
- Indicates that the PDSO of the main campus has to apply for recertification
- Indicates that the ability of the school's officials to create new student records has been disabled by SEVP
- Indicates that the school's ability to accept transfer-in student records has been disabled by SEVP
- Indicates that the ability of the school's officials to transfer out student records has been disabled by SEVP

1. From the *Listing of Schools* page, select the school you want to edit by opening the drop-down list. The selected school name displays as a hyperlink below the drop-down menu.
2. Click the hyperlinked school name. The *School Information* page opens. The name of the school displays at the top.

[Print I-17 Form](#)

Page Navigation:

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

Actions:

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

Views:

[View Event History](#)

School Information

SEVP School for Advanced SEVIS Studies
School Code: BAL214F4444000

Certification Expiration Date: 04/03/2017
School Status: APPROVED
Next User Verification Date: 09/04/2016
Previous School Code: N/A

Section 1: Contact Information

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



3. Click the **Update School Information (Form I-17)** link on top-left of the school information page. The *Update School Information (Form I-17: Contact Information)* page opens.

Update School Information

SEVP School for Advanced Studies

Required fields

Fields requiring adjudication

What is the estimated cost of the program?

[Click here for information](#)

- 1.1 **Approval for Attendance of Students Under 18**
 - Section 101(a)(15)(f) of the Act (academic and vocational students)
 - Section 101(a)(15)(m) of the Act (vocational students)
- 1.2 **Name of School or School System *** ⌚
- 1.3 **Name of Main Campus *** ⌚

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. Navigate to *Page 4: School Calendar, Costs, and Demographics* using link on top left of the *Update School Information (Form I-17)* page. The *Update School Information (Form I-17) School Calendar, Costs, and Demographics* page opens.



Page 1: Contact Information

Page 2: Programs of Study

Page 3: Accreditations and Recognitions

Page 4: School Calendar, Costs, and Demographics

Page 5: Campuses and Instructional Sites

Page 6: School Officials

Submit

Update School Information (Form I-17)

School Calendar, Costs, and Demographics

SEVP School for Advanced SEVIS Studies - BAL214F44444000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass (⌚)

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: JANUARY 15	Session 08:	Session 15:
Session 02: SEPTEMBER 09	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?

500

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

3,000

4.6 Average Annual Number of Teachers or Instructors * ⌚ How do I calculate the average annual number of teachers or

1,000

5. The school’s existing calendar, costs, and demographics information pre-populates the fields. Update information by doing the following:

- To update **4.1 This school's sessions are based on**, choose the option that best describes how your academic year is organized:
 - **Semesters**
 - **Trimesters**
 - **Quarters**
 - **Other**

Specify what your school’s sessions are based on if **Other** is selected.

 - If the school has more than 20 sessions to report in Field 4.2, explain this in the text box in field 4.1.
 - If your school measures participation by clock hours, specify this here.
- If you are changing this information due to a change in an approved program of study make sure to also indicate under section 2: Programs of Study



4.1 This school's sessions are based on: *

Semesters
 Trimesters
 Quarters
 Other (specify)

- To update **4.2 Date Registration begins for EACH session during a calendar year**, enter the Month and day each session begins.
 - Click the drop arrow to the right of **Session 01:** and choose the month your first session begins.
 - Use the drop arrow under **Session 01:** to select date.

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

Session 01: JANUARY 15	Session 08: []	Session 15: []
Session 02: JANUARY 09	Session 09: []	Session 16: []
Session 03: MARCH	Session 10: []	Session 17: []
Session 04: APRIL	Session 11: []	Session 18: []
Session 05: MAY	Session 12: []	Session 19: []
Session 06: JUNE	Session 13: []	Session 20: []
Session 07: JULY	Session 14: []	
Session 08: AUGUST		
Session 09: SEPTEMBER		
Session 10: OCTOBER		
Session 11: NOVEMBER		
Session 12: DECEMBER		

- Repeat for all sessions your school offers annually.

- To update **4.3 Sessions are held**, select the check box for **Day** or **Night**. Both may be selected, if needed.

4.3 Sessions are held * Day Night

- To update **4.4 Average Annual Number of Classes:**
 - Click in the text box and enter the average number of classes offered annually by your school.
 - The number entered should represent the entire school, not just those related to the expected F and/or M student population.
 - Changes made to this field require review and approval by DHS.

4.4 Average Annual Number of Classes * What is expected in this field?



- To update **4.5 Average Annual Number of Students:**
 - Click in the text box and enter the average number of students attending your school annually.
 - The number entered should represent all students attending the entire school, not just the expected F and/or M student population.
 - Changes made to this field require review and approval by DHS.

4.5	Average Annual Number of Students * ⌘ ⓘ	<input type="text" value="2,500"/>	What is expected in this field?
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- To update **4.6 Average Annual Number of Teachers or Instructors:**
 - Click in the text box and enter the average number of teachers or instructors employed at your school annually.
 - The number entered should represent the entire school, not just those teaching the expected F and/or M student population.
 - Changes made to this field require review and approval by DHS.

4.6	Average Annual Number of Teachers or Instructors * ⌘ ⓘ	<input type="text" value="500"/>	What is expected in this field?
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- To update **4.7 Average Annual Number of Non-Teaching Employees:**
 - Click in the text box and enter the average number of non-teaching workers employed at your school annually.
 - The number entered should represent the entire school, not just those working with the expected F and/or M student population.
 - Changes made to this field require review and approval by DHS.

4.7	Average Annual Number of Non-Teaching Employees * ⌘ ⓘ ⓘ	<input type="text" value="250"/>	What is expected in this field?
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- To update **4.8 Approximate annual cost of room, board, tuition, etc. per student:**
 - Click in the text box and enter the total approximate annual cost an F or M student can expect to pay while attending your school.
 - Public Schools should enter the per capita cost of public education in your area.
 - Round costs up to the nearest dollar.

4.8	Approximate annual cost of room, board, tuition, etc. per student * ⓘ	<input type="text" value="25,000"/>	How do I calculate this number?
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- To update **4.9 Requirements for Admission:**
 - This field should include requirements for admission into the programs of study listed on **Page 2: Programs of Study**. Do not list requirements for programs not listed on **Page 2: Programs of Study**.



- There is a 1,000 character limit on this field, with a characters remaining counter.

4.9 Requirements for Admission: *

sufficient GPA

Characters Remaining: 986

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

The screenshot shows a web form with the following elements:

- Navigation links: "Home", "Personal Sites", "Page 6: School Officials", "Submit".
- Session selection: "Session 14:" with a dropdown menu.
- Field 4.3: "Sessions are held *" with checkboxes for "Day" and "Night".
- Field 4.4: "Average Annual Number of Classes *" with a text input containing "500" and a help link "How do I calculate the number of classes?".
- Field 4.5: "Average Annual Number of Students *" with a text input containing "3,000" and a help link "How do I determine the average annual number of students?".
- Field 4.6: "Average Annual Number of Teachers or Instructors *" with a text input containing "1,000" and a help link "How do I calculate the average annual number of teachers or instructor?".
- Field 4.7: "Average Annual Number of Non-Teaching Employees *" with a text input containing "500" and a help link "How do I calculate the average annual number of non-teaching employees?".
- Field 4.8: "Approximate annual cost of room, board, tuition, etc. per student *" with a text input containing "20,000" and a help link "How do I calculate this number?".
- Field 4.9: "Requirements for Admission: *" with a text area containing "sufficient GPA" and a "Characters Remaining: 986" counter.
- Navigation buttons at the bottom: "Save Draft", "Print Draft", "Previous", "Next", "Cancel".

- Click **Save Draft**: Saves all changes made to the Form I-17 in draft without submitting changes.
- Click **Print Draft**: Prints out a new Form I-17 without submitting changes.
- Click **Previous**: Returns the user to *Page 3: Accreditations and Recognitions* without submitting changes.
- Click **Next**: Brings the user to *Page 5: Campuses and Instructional Sites* without submitting changes.
- Click **Cancel**: Cancels all changes made to the Form I-17 without saving changes and restores previous, saved values.



- Click **Submit** under **Page 6: School Officials** in the top left corner of the page to submit all changes made to Page 4: *School Calendar, Costs, and Demographics*.

Page 6: School Officials

Submit

Session 05: [dropdown] Session 11: [dropdown] Session 12: [dropdown] Session 19: [dropdown]

Session 06: [dropdown] Session 13: [dropdown] Session 20: [dropdown]

Session 07: [dropdown] Session 14: [dropdown]

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?](#)

4.9 Requirements for Admission: *
Characters Remaining: 986

Save Draft Print Draft Previous Next Cancel

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
9/30/2016	Initial Release