



Initial Petition Evidence Checklist Flight School

The Student and Exchange Visitor Program (SEVP) developed the checklist below to assist Principal and Designated School Officials (P/DSO) with gathering the evidence required to support an Initial Form I-17, "Petition for Approval of School for FAA Part 141/142 certified flight training programs. For more information on each evidence item, review the [Evidence Guidelines](#) on our website.

The evidence described in the guidelines below correspond with the Evidence Checklists that can be found on the [Schools and Programs](#) page at ICE.gov/SEVP. If you are petitioning on behalf of a school seeking initial SEVP certification, review the information under the Certification header.

The evidence listed below is **not** an exhaustive list. SEVP may issue a Request for Evidence (RFE) to your school, through Student and Exchange Visitor Information System (SEVIS), outlining additional information to be provided by a specified due date. All documents are subject to verification.

Overarching Guidelines

- All evidence must be uploaded at one time using the [Upload Evidence](#) functionality in SEVIS. Evidence documents should not be encrypted, password protected, cannot exceed 10 MB per document, and must be in one of the following file formats:
 - .CSV
 - .DOC
 - .DOCX
 - .GIF
 - .JPEG
 - .JPG
 - .PDF
 - .PNG
 - .TXT
 - .XLS
 - .XLSX
- If you are unable to provide a listed item, upload a statement identifying the item and a detailed explanation as to why it cannot be provided.
- If your petition was previously cancelled for an incomplete submission, you must upload all evidence again with your new submission.

Flight School Evidence

- Form I-17: Signed
- Federal Aviation Administration (FAA) Certification
- Ownership Information
- Payment
- Program of Study Descriptions - [Program of Study - Flight School Worksheet](#)
- Proof of U.S. Citizenship or Lawful Permanent Resident Status
- State Recognition or Proof of Exemption