



Initial Petition Evidence Checklist Non-Accredited Private Kindergarten to Grade 12

The Student and Exchange Visitor Program (SEVP) developed the guidelines in this document to provide additional information regarding required evidence, in accordance with federal regulations, to designated school officials (DSOs) for schools seeking SEVP certification or making updates to the Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student."

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 below is **not** an exhaustive list. SEVP may issue a Request for Evidence (RFE) to your school through the 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 detailing the reason 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.

Non-accredited Kindergarten to Grade 12 Evidence

- Attendance policy outline.
- Evidence in lieu of accreditation.
- Facilities information.
- Financial information.
- Form I-17: Signed.
- Grading policy outline.



- Ownership information.
- Payment.
- Pre-kindergarten (Pre-K) statement.
- Program of Study descriptions.
- Proof of U.S. Citizenship or Lawful Permanent Resident status.
- School catalog.
- State Recognition or Proof of Exemption.
- Teacher(s) qualification descriptions.