



Non-Accredited Schools Evidence Checklist Form I-17 Section 1

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. If your school is already SEVP-certified and is making edits to its Form I-17, review the information under the Petition Updates header to locate the appropriate Evidence Checklist for your school.

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

- School officials should regularly review their Form I-17 to ensure compliance with all relevant laws, policies and regulations.
- For English language training programs, U.S. Department of Education recognized accreditation is required per regulation.
- 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 identical evidence is required when editing more than one field, you are not required to submit the same documentation multiple times. One piece of evidence can support multiple sections or fields.
- If your petition was previously cancelled for an incomplete submission, you must upload all evidence again with your new submission.



- If your Form I-17 is locked in SEVIS—meaning that you are unable to make edits—and you need to report a change, submit a statement detailing the requested edits along with corresponding evidence to SEVP@ice.dhs.gov. Include your school's name and school code in the subject line of the email.

Section 1: Contact Information

[Field 1.1 Approval for Attendance of Students Under](#)

[Field 1.2 Name of School or School System](#)

[Field 1.3 Name of Main Campus](#)

[Field 1.7 Physical Location of the School](#)

[Field 1.8 School Type](#)

[Field 1.9 Private School Owner](#)

Field 1.1 Approval for Attendance of Students Under

- Attendance policy outline.
- Evidence in lieu of accreditation.
- Facilities information.
- Financial information.
- Form I-17: Signed.
- Grading policy outline.
- Ownership information.
- Program of Study descriptions.
- Removal statement.

NOTE: If removing an approval for attendance (F or M), only this piece of evidence is required.

- School catalog.
- State Recognition or Proof of Exemption.
- Teacher(s) qualification descriptions.

Field 1.2 Name of School or School System

- Ownership information.
- State Recognition or Proof of Exemption.

Field 1.3 Name of Main Campus

- Ownership information.
- State Recognition or Proof of Exemption.



Field 1.7 Physical Location of the School

- Facilities information.
- Financials.
- Form I-17: Signed.
- Payment.
- Program of Study descriptions.
- State Recognition or Proof of Exemption.
- Teacher(s) qualification descriptions.

Field 1.8 School Type

- Explanatory Statement for Edits to the Form I-17.

NOTE: If the edit is not an actual change of school type, only this piece of evidence is required.

- Ownership information.

NOTE: If the edit is an actual change in school type, provide all the evidence listed below for Field 1.9

- School type information.

Field 1.9 Private School Owner

- Attendance policy outline.
- Evidence in lieu of accreditation.
- Explanatory Statement for Edits to the Form I-17.

NOTE: If the edit is not an actual change of ownership, only this piece of evidence is required.

- Facilities information.
- Form I-17: Signed
- Financial information.
- Grading policy outline.
- Ownership Information.
- Payment.
- Pre-Kindergarten statement (*primary and secondary institutions only*).
- Program of Study descriptions.
- School catalog.



- State Recognition or Proof of Exemption.
- Teacher(s) qualification descriptions.