



## Non-Accredited Schools Evidence Checklist Form I-17 Sections 5 and 6

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](mailto:SEVP@ice.dhs.gov). Include your school's name and school code in the subject line of the email.

## SECTION 5/6: CAMPUSES AND INSTRUCTIONAL SITES AND OFFICIALS

### *Section 5: Campuses and Instructional Sites*

- Evidence in Lieu of Accreditation.

#### **NOTES:**

- This evidence **MUST** be for the specific location(s) being added or edited on the petition.
- This evidence is required if a school is seeking to offer programs of study that are not already SEVP-certified at other locations OR if there is a change in course offering of the already SEVP-certified programs of study at the new location. If the added or edited location(s) is engaged in programs of study that are currently SEVP-certified submit a statement attesting to this.

- Facilities information.
- Financial information.
- Form I-17: Signed.
- Ownership information.
- Payment.

**NOTE:** If adding a new location or changing the location of a currently approved site, payment must be submitted.

- Program of Study descriptions.
- Removal statement

**NOTE:** If only removing an instructional site, this piece of evidence is required. In addition to editing this section, you must remove any degrees or programs of study from Fields 2.3 and 2.4 that the school will no longer offer to nonimmigrant students due to the removal of the instructional site.

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

### *Section 6: Officials*

- Proof of U.S. Citizenship or Lawful Permanent Resident status.
- Form I-17: Signed.