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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 5 of the Form I-17: **Campuses and Instructional Sites**.

Schools should submit an update to their Form I-17 petition when:

- adding a new instructional site
- removing an instructional site
- changing information of an instructional site, for example, an address change



For information on other Form I-17 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



In accordance with [SEVP Policy Guidance for Adjudicators 1003-03: Reporting Instructional Sites](#), SEVP considers all campuses, *instructional sites*. However, until further notice, SEVIS will reference both campuses and instructional sites.



## Process: Update Campuses and Instructional Sites

You must enter all instructional sites you want to include in this petition. List only locations where international students will attend.



Review the following regulations and policy guidance:

- 8 CFR 214.3(a)(1)
- [SEVP Policy Guidance for Adjudicators 1003-03: Reporting Instructional Sites](#)



The following resources provide detailed guidance on instructional sites:

- [Form I-17 Frequently Asked Questions](#)
- [Schools and Programs; Petition Updates](#)

**School Information**

SEVP School for Advanced SEVIS Studies  
School Code: BAL214F44444000

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](#)

**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

1. From the *School Information* page, click **Update School Information (Form I-17)**. *Page 1: Contact Information* opens.



**Update School Information (Form I-17)**  
Contact Information  
The Institute - WAS214F01119000  
Required fields are marked with an asterisk (\*)  
Fields requiring adjudication are marked with an hourglass (⌚)  
"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)

**1.1 Approval for Attendance of Students Under \*** ⓘ  
 Section 101(a)(15)(f) of the Act (academic and language 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 \*** ⓘ

**1.4 Mailing Address of the School \*** ⓘ

Navigation bar on the left:  
 << Return to School Information  
**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

- At the left of the page, there is a navigation bar. Click the **Page 5: Campuses and Instructional Sites** link to go to that page. SEVIS will display the names and addresses of all instructional sites currently listed on the Form I-17.

**Update School Information (Form I-17)**  
Campuses and Instructional Sites  
SEVP Robertson School for Advanced Study - WAS214F21211000  
Required fields are marked with an asterisk (\*)  
Fields requiring adjudication are marked with an hourglass (⌚)  
"i" information icon denotes help about the page (i)  
Question Mark denotes information about the field (?)

**5.1 Manage Campuses \*** ⓘ ⓘ How do I manage my campus information?

Campus Name	Physical Address	Campus Code	Actions
Flight Academy	123 Fly Away Lane, Friendly, MD, 20744	WAS214F21211001	<a href="#">Update</a> <a href="#">Delete</a>
Main Campus	2451 Crystal Drive, Arlington, VA, 22202	WAS214F21211000	
Robertson School for Advanced Studies	2150 CRYSTAL DR, ARLINGTON, VA, 22202	WAS214F21211003	<a href="#">Update</a> <a href="#">Delete</a>
Robertson School for Practical Skills	2450 Crystal Drive, Arlington, VA, 22209	WAS214F21211002	<a href="#">Update</a> <a href="#">Delete</a>

**5.2 Add Campus** ⓘ ⓘ When should I add an instructional site (campus) to my Form I-17?

Save Draft    Print Draft    Previous    Next    Cancel

Navigation bar on the left:  
 << Return to School Information  
 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

## Add Instructional Site (Campus)

- Click **Add Campus** to add additional instructional sites. The *Add/Update Campus* modal opens.



2. Enter information about the instructional site:

- **Campus Name:** Enter the name of the site.



Do not enter the exact same name for each of your instructional sites. This causes problems for lists and reports in SEVIS.

If your instructional sites share the same name, such as XYZ University, modify their names to make them unique. Example: XYX University – Arlington, XYZ University 5<sup>th</sup> Avenue, XYZ University – Evansville.

- **Mailing Address:** Enter the mailing address for your main instructional site. This may include a P.O. box number.



SEVIS will validate the address entered. Review the [SEVIS Address Guide](#) for information on SEVIS address standards.

- **Physical Address:** Enter the physical address of the instructional site. Click the checkbox of the physical address is the same as the mailing address.
- **Telephone Number:** Enter the telephone number for the site.
- **Fax Number:** enter the fax number of the site.

3. Click either **Cancel** or **Submit**.



- **Cancel** returns you to the *Campus and Instructional Sites* page without making any changes.
- **Submit** adds the instructional site to the petition, but does not submit the petition.

**Petition for School Certification (Form I-17)**  
Campuses and Instructional Sites  
Required fields are marked with an asterisk (\*)

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

**5.1 Manage Campuses \*** [How do I manage my campus information?](#)

Campus Name	Mailing Address	Location	Actions
Knoizen Business School	2435 CRYSTAL DR, ARLINGTON, VA, 22202	ARLINGTON, VA	<a href="#">Update</a> <a href="#">Delete</a>
Knoizen Main Campus	126 N WAYNE ST, ARLINGTON, VA, 22201-1516	ARLINGTON, VA	

**5.2 Add Campus** [How do I add a campus to my Form I-17 petition?](#)

[Add Campus](#)

[Save Draft](#) [Print Draft](#) [Previous](#) [Next](#) [Cancel](#)

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4. Click one of the following:
- **Save Draft** saves the changes you made to the Form I-17.
  - **Print Draft** prints a draft of the Form I-17.
  - **Previous** saves your changes and takes you to the *Calendar, costs, and Demographics* page.
  - **Next** saves your changes and takes you to the *School Officials* page.
  - **Cancel** deletes the entire petition and returns you to the *School Contact* page. You must confirm the action before SEVIS deletes your data.



## Remove Instructional Site (Campus)

### Update School Information (Form I-17)

Campuses and Instructional Sites  
SEVP Robertson School for Advanced Study - WAS214F21211000

Required fields are marked with an asterisk (\*)  
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5.1 **Manage Campuses** \* ⌚ ? [How do I manage my campus information?](#)

Campus Name	Physical Address	Campus Code	Actions
Flight Academy	123 Fly Away Lane, Friendly, MD, 20744	WAS214F21211001	<a href="#">Update</a> <a href="#">Delete</a>
Main Campus	2451 Crystal Drive, Arlington, VA, 22202	WAS214F21211000	
Robertson School for Advanced Studies	2150 CRYSTAL DR, ARLINGTON, VA, 22202	WAS214F21211003	<a href="#">Update</a> <a href="#">Delete</a>
Robertson School for Practical Skills	2450 Crystal Drive, Arlington, VA, 22209	WAS214F21211002	<a href="#">Update</a> <a href="#">Delete</a>

5.2 **Add Campus** ⌚ ? [When should I add an instructional site \(campus\) to my Form I-17?](#)

[Add Campus](#)

[Save Draft](#) [Print Draft](#) [Previous](#) [Next](#) [Cancel](#)

1. To remove an instructional site from your Form I-17 petition, click **Delete** next to the instructional site you want to remove. A confirmation message opens.

### Confirm

Delete Campus *Robertson School for Advanced Studies*? This is an adjudicated request.

As soon as you submit this request, you will not be able to take any action that will put a student at this campus into Active status.

If DHS approves this request, you will no longer be able to view, access or print any of the student records associated with this campus. Prior to submitting this request, you should transfer any records you may need in the future.

Are you sure you want to delete this campus?

Yes  No

2. Click **Yes** to remove the instructional site from your petition.



3. Click **Submit** on the left menu to go to the submission page.

**Update School Information (Form I-17)**  
Submit  
The Institute - WAS214F01119000

Required fields are marked with an asterisk (\*)  
Fields requiring adjudication are marked with an hourglass (⌚)  
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**Requested Changes**

Your petition will be locked until Adjudicated Changes have been either approved or denied. Only a PDSO can submit the changes. You will be able to upload evidence after you submit the changes. If you do not choose to submit the evidence directly after submitting the update, your next opportunity to submit evidence is when you receive a request for evidence.

**7.1 PDSO Attestation** \* ⌚

This attestation allows an electronic signature. Read the attestation. Check the box and re-enter your SEVIS password. Since your updates allow an electronic submission, you do NOT need to submit a paper Form I-17.

I attest that:

- As PDSO, I am authorized to sign this petition on the behalf of this school.
- I understand that unless this institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to 8 CFR 214.4.
- All of all information contained within this petition is true. I acknowledge that the submission of inaccurate or misleading information may result in the loss of my institution's SEVP certification.
- I understand that willful misstatements may constitute perjury under 18 U.S.C. 1621.
- I understand that providing materially false, fictitious, or fraudulent information may subject me to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

**7.2 SEVIS Password** \* ⌚

4. The PDSO should click the attestation checkbox and enter their SEVIS password to sign the petition update. Click **Submit** to file the petition update.

## Edit Instructional Site

**Update School Information (Form I-17)**  
Campuses and Instructional Sites  
SEVP Robertson School for Advanced Study - WAS214F21211000

Required fields are marked with an asterisk (\*)  
Fields requiring adjudication are marked with an hourglass (⌚)  
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Question Mark denotes information about the field (?)

**5.1 Manage Campuses** \* ⌚ ? [How do I manage my campus information?](#)

Campus Name	Physical Address	Campus Code	Actions
Flight Academy	123 Fly Away Lane, Friendly, MD, 20744	WAS214F21211001	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Main Campus	2451 Crystal Drive, Arlington, VA, 22202	WAS214F21211000	
Robertson School for Advanced Studies	2150 CRYSTAL DR, ARLINGTON, VA, 22202	WAS214F21211003	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Robertson School for Practical Skills	2450 Crystal Drive, Arlington, VA, 22209	WAS214F21211002	<input type="button" value="Update"/> <input type="button" value="Delete"/>

**5.2 Add Campus** ? ? [When should I add an instructional site \(campus\) to my Form I-17?](#)



1. To edit information for an instructional site, click **Update** next to the appropriate site.  
The *Add/Update Campus* modal opens.

**Add/Update Campus**

**5.3 Campus Name** \* ⌚ ⓘ What should I enter in this field?  
Flight Academy

**5.4 Mailing Address** \* ⌚ ⓘ How do I enter addresses?  
Edit Address  
123 Fly Away Lane  
Friendly MD 20744

**5.5 Physical Address** \* ⌚ ⓘ What should I enter in this field?  
 Same as mailing address  
Edit Address  
123 Fly Away Lane  
Friendly MD 20744

**5.6 Telephone Number** ⌚  
( ) - ext.

**5.7 Fax Number** ⌚  
( ) -

[Cancel](#)

Save Draft Print Draft Previous Next

2. The existing information for the instructional site displays. Update information about the instructional site:
  - **Campus Name:** Enter the name of the site.



Do not enter the exact same name for each of your instructional sites. This causes problems for lists and reports in SEVIS.

If your instructional sites share the same name, such as XYZ University, modify their names to make them unique. Example: XYX University – Arlington, XYZ University 5<sup>th</sup> Avenue, XYZ University – Evansville.





- **Mailing Address:** Enter the mailing address for your main instructional site. This may include a P.O. box number.



SEVIS will validate the address entered. Review the [SEVIS Address Guide](#) for information on SEVIS address standards.

- **Physical Address:** Enter the physical address of the instructional site. Click the checkbox of the physical address is the same as the mailing address.
  - **Telephone Number:** Enter the telephone number for the site.
  - **Fax Number:** enter the fax number of the site.
3. Click either **Cancel** or **Submit**.
  4. Click **Submit** on the left menu to go to the submission page.

5. The PDSO should click the attestation checkbox and enter their SEVIS password to sign the petition update. Click **Submit** to file the petition update.

### 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
09/30/2016	Initial Release