

SEEVIP STUDENT AND EXCHANGE VISITOR PROGRAM

SEVIS Upload Evidence Webinar December 8, 2017





Before we start,

A QUICK ORIENTATION

December 8, 2017





Communications

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Documents Available to Download Today

- Webinar Slides: SEVIS Upload Evidence
- Screenshots Handout: SEVIS Upload Evidence Webinar

Also look on Study in the States for these materials.





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SEEVIP STUDENT AND EXCHANGE VISITOR PROGRAM

SEVIS Upload Evidence Webinar December 8, 2017





WEBINAR INTRODUCTION

December 8, 2017





Presenters

- Elizabeth Catterton, Section Chief, School Certification Unit
- Zobaida Karim, Section Chief, School Certification Unit
- Sidney Wynn, Section Chief, SEVP Resource Center
- Kevin Overstreet, Team Lead, SEVP Resource Center
- Jared Allen, SEVIS Webinar Facilitator





Agenda

- Upload evidence overview
- Correction requests upload evidence functionality
- Form I-17 upload evidence functionality
 - Initial SEVP Certification
 - SEVP Recertification
 - Form I-17 Updates
 - Requests for evidence
- Evidence upload errors
- Resources
- Q&A





Webinar Q&A Request

Please limit questions to functionality discussed during this webinar. We are unable to address case-specific questions.





UPLOAD EVIDENCE

OVERVIEW

December 8, 2017





New SEVIS Upload Evidence Capability

Principal designated school officials (PDSOs) and designated school officials (DSOs) will now be able to deliver evidence for correction requests (CRs) and Form I-17 petitions, recertifications, and updates directly to the Student and Exchange Visitor Program (SEVP) using the Student and Exchange Visitor Information System's (SEVIS) upload evidence function.





Upload Evidence Schedule

- Date Begins: Monday, January 8, 2018
- Transition Period: DSOs will still be able to email evidence to SEVP
- Transition Period Ends: TBD

NOTE: After transition period ends, SEVP will no longer accept evidence submitted via email, and all evidence must be uploaded to SEVIS.





Upload Evidence Overview

- Step-by-step instructions for uploading evidence will be on the SEVIS Help Hub after functionality goes live.
- Document requirements for successful upload:
 - File name cannot exceed 60 characters for any document.
 - Size of a single document cannot exceed 10 MB.
 - Documents cannot be encrypted or password protected.
 - Documents must be in one of these file formats:
 .DOCX, .DOC, .PDF, .XLS, .XLSX, .JPG, .JPEG, .PNG, .GIF, .TXT, .CSV.





Upload Evidence Overview

After evidence is uploaded to SEVIS:

- Evidence cannot be removed or deleted
- List of uploaded evidence will appear in SEVIS; however, school officials will not be able to open the listed evidence
- PDSOs and DSOs should label and store copies of uploaded evidence in a safe location for future reference





UPLOAD EVIDENCE

CORRECTION REQUESTS

December 8, 2017





Correction Request Evidence (Examples)

SEVP adjudicators may need more information before making a decision on a student's correct request (CR), such as:

- Proof of student attendance
- Letter of explanation from DSO
- Form I-94, Arrival/Departure Record
- Passport
- Visa
- Employment Authorization Document (EAD)
- Form I-765, Application Employment Authorization, Page 1
- Form I-539, Application to Extend/Change Nonimmigrant Status, Page 1





Upload Evidence for Correction Requests

- DSOs will be able to upload evidence directly to SEVP using SEVIS upload evidence function.
- DSOs will be able to upload evidence from two separate pages in SEVIS.

NOTE: Helpful lists of documentation, which aids adjudicators with the different types of correction requests, are in the correction request articles on the SEVIS Help Hub.





CR Upload Evidence Pages

First location to upload CR evidence:

 On student's *Corrections Management* page in the Existing **Correction Requests** section, under Available *Actions*

			Co	orrections	Managen	nent	
			"i" infoi	mation icon deno	tes help about the	e page (😉)	
			Questio	n Mark denotes ir	nformation about th	he field (😯)	
Retu	irn to Stud	dent Information					
1 Stu	ident		SE	VP School for Ar	dvanced SEVIS S	tudies - SEVP	Status: ACT
	Hang	Thu			ed SEVIS Studies		SEVIS ID: N00047058
go,	nung	i i u	Sta	rt Date: 01/01/201	15 End Date: 07	//31/2016	
					0		
			Correct	ion Options A	vailable for Th	is Student	
Тур	pe of Cor	rection	Description and				
Re	quest Cha	ange to Program Dates	or all those dates	have passed. Us		if the Manage Initia	nd/or the Initial Session Start Date, if any al Program and Session Dates, Shorten
	rrect Stud	lent Requests to	Use this option to information.	correct the reflec	ted status of a stu	dents USCIS appl	ication in SEVIS. Click here for more
Stu	ident Stat	us	Use this option to	correct the stude	ents SEVIS record	status. Click here	for more information. 😧
			the second se	that are appropri		record. Use this p	age to request SEVIS corrections for this equests this SEVIS record may have. Search:
	CR ID ∳	CR Type	♦ Submitted By	CR Date Submitted	♦ CR Status Date	Request Status ♦	Available Actions
		Student Request					





CR Upload Evidence Pages

Submit Successf	ui
The following Request ID was assi	gned to this correction request: 177695
This correction request requires re	eview by SEVP.

Second location to upload CR evidence:

• On *Submit Successful* page, immediately after the DSO submits the correction request





CR Upload Evidence Process

To upload evidence from either the student's *Corrections Management* page or the *Submit Successful* page:

Submit Success	ul
The following Request ID was ass	gned to this correction request: 177695
This correction request requires re	eview by SEVP.

1. Click **Upload Evidence**. The *Upload Correction Request Evidence* page opens.





CR Upload Evidence Process

Upload Correction Request Evidence						
F-1 Student Ngo, Hang Thu	School fo	hool for Advanced SEVIS Studies - SEVP or Advanced SEVIS Studies e: 01/01/2015 End Date: 07/31/2016	Status: ACTIVE SEVIS ID: N0004705844			
		0				
Correction Request	Correction Request Information					
ID	177695					
Туре	pe Student Request Change - Optional Practical Training					
Comments	Student received her OPT card in the	mail, receipt number PSC85999755551.				
Upload Evidence	Upload Evidence Uploaded Evidence					
File Name	Evidence Type	🜲 File Size (by	tes) 🔶			
No data available in table						
Return to Corrections Management Page Return to the Student Information Page						

2. Click **Upload Evidence**. The *Upload Evidence* modal opens.





CR Upload Evidence Process

- 3. Complete the fields:
 - File to Upload *
 - Evidence Type *
 - Additional Comments

Upload Evidence		
File to Upload 🗯		
		Browse
Evidence Type 🗯		
	<u> </u>	
Additional Comments	Proof of Attendance Letter of Explanation I-94 Visa Passport Employment Authorization Page 1 Form I-765 Page 1 Form I-539 Other	Document
<u>Cancel</u>		Submit





Upload Evidence Correction Requests

Field	Description
File to Upload *	Click Browse to navigate to and select the evidence file.
Evidence Type *	 Select the evidence type from the drop-down menu: Proof of Attendance Letter of Explanation I-94 Visa Passport Employment Authorization Document Page 1 Form I-765 Page 1 Form I-539 Other Note: If Other is selected, a required <i>Description</i> field opens. Enter the type of evidence. This field is limited to 120 characters.
Additional Comments	Add additional useful comments regarding the evidence file. This field is limited to 1200 characters.





CR Upload Evidence Process

- 4. Click **Submit** to upload the evidence. The Upload Correction Request Evidence page opens:
 - If the upload is successful, the evidence appears in a row under the Uploaded Evidence section.
 - If the upload is unsuccessful, an Alert message will appear.

Upload Evidence		
File to Upload 🗯		
		Browse
Evidence Type 🐐		
	~	
Additional Comments	Proof of Attendance Letter of Explanation I-94 Visa Passport Employment Authorization Page 1 Form I-765 Page 1 Form I-539 Other	Document
<u>Cancel</u>		Submit

NOTE: Clicking **Cancel** returns the user to the *Upload Correction Request Evidence* page without uploading any evidence.





CR Upload Evidence Process

	Unload Correction F	Request Evidence				
Upload Correction Request Evidence Required fields are marked with an asterisk (*)						
	"i" information icon denotes					
	Question Mark denotes inforr					
	Plus icon indicates that the field can be ex	panded to display additional data (🛟)				
	Minus icon indicates that the field can be co	ollapsed to display condensed data (😑)				
F-1 Student	SEVP School for Advar	nced SEVIS Studies - SEVP	Status: ACTIVE			
Ngo, Hang Thu	School for Advanced S	EVIS Studies	SEVIS ID: N0004705844			
	Start Date: 01/01/2015	End Date: 07/31/2016				
	0					
Correction Request	Information					
ID	177695					
Туре	Student Request Change - Optional Practical Training	g				
Comments	Student received her OPT card in the mail, receipt nu	mber PSC85999755551.				
Upload Evidence	Uploaded E	vidence				
File Name	Evidence Type	🔶 File Size (bytes)	\$			
OPT Card for NGO.pd	f Other Evidence	30547				
	Return to Corrections Management Page	Return to the Student Information Page				





CR Upload Evidence Process

5. Click either Upload Evidence, Return to Corrections Management Page, or Return to the Student Information Page:

Upload Evidence	Uploaded I		v do I know what evidence shou baded?	ld be
File Name	Evidence Type	\$	File Size (bytes)	\$
Explorer.pdf	Employment Authorization Document		53286	
	Return to Corrections Management Page	Return to the Student Informa	ation Page	

- **Upload Evide**nce: Allows the user to upload additional evidence following the same process.
- Return to Corrections Management Page: Opens the student's Corrections Management page.
- Return to the Student Information Page: Opens the student's Student Information page.





CR Upload Evidence Process

	Unload Correction	n Pequest Evidence					
	-	n Request Evidence arked with an asterisk (*)					
		otes help about the page ()					
		nformation about the field (🚱)					
	Plus icon indicates that the field can b	e expanded to display additional data (🛟)					
	Minus icon indicates that the field can b	e collapsed to display condensed data (🖨)					
F-1 Student Ngo, Hang Thu	School for Advance	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 01/01/2015 End Date: 07/31/2016					
		0					
Correction Reques	t Information						
ID	177695						
Туре	Student Request Change - Optional Practical Training						
Comments	Student received her OPT card in the mail, receipt number PSC85999755551.						
Upload Evidence	Uploade	ed Evidence					
File Name	Evidence Type	븆 File Size (bytes)	\$				
OPT Card for NGO.	odf Other Evidence	30547					
	Return to Corrections Management Page	Return to the Student Information Page					

NOTE: If multiple evidence files are uploaded, to sort the data in the Uploaded Evidence table, click the arrows in the header row for either **File Name**, **Evidence Type**, or **File Size**.

December 8, 2017





Verify CR Evidence Received

- Sometimes SEVIS is unable to transmit uploaded evidence to the electronic storage location.
- To confirm that the evidence was fully transmitted, check one of two fields in the student SEVIS record:





Verify CR Evidence Received

Existing Correction Requests section on Corrections
 Management page

Existing Correction Requests Below is a list of this student's pending and canceled correction requests. Additional actions DSOs may take on pending in the Available Actions column. Search:							
	CR ID ∳	CR Type 🛔	Submitted By	CR Date Submitted	CR Status Date ♦	Request Status	Available A
0	177695	Student Request Change - Optional Practical Training	Mercer, Ingrid DSO	08/22/2016	12/29/2016	CANCELED	
0	264694	Program Date Change	Mercer, Ingrid DSO	12/29/2016	12/29/2016	EVIDENCE RECEIVED	Upload Chang

NOTE: EVIDENCE RECEIVED will appear in the Request Status column for that correction request.

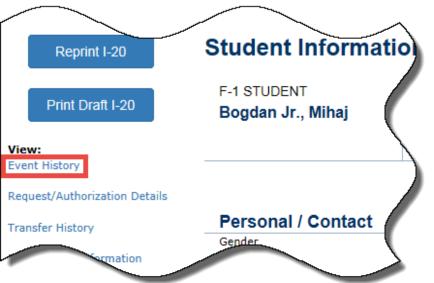
December 8, 2017





Verify CR Evidence Received

 Correction Request [xxxx] Evidence Upload Status on Event History page indicates a successful (Success) or corrupted upload (Failed) submission in the New Value column.



NOTE: Navigate to the *Event History* page from the *Event History* link at the top left corner of the SEVIS *Student Information* page.

December 8, 2017





Verify CR Evidence Received

• Successful CR evidence upload:

		Event	History							
F-1 Student MengOne IV,	Jay	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 04/24/2015 End Date: 04/24/2016				Status: CANCELE SEVIS ID: N000470558				
			B							
		1								
Enter the date range and							click the button to filter by event			
Expand All	Expand All Search		From:		To:					
Event Name		\$	Event Date	🔶 Re	esulting S	itatus 🔶	Performed B	y		
Correction Req	Correction Request 261698 Evidence Received		05/10/2017 15:41:55 CANCE		NCELED		Ingrid Mercer			
Field Changed	Field Changed		New Value							
Request Status		EVIDENCE SUBMITTED	EVIDENCE F	RECEIVED						
Correction Request 261698 Evidence U Field Changed Document ID		pload Status	05/10/2017 15:41:	55 CA	NCELED		Ingrid Mercer			
		Old Value	New Value	New Value						
Document ID			1264							
Document ID File Name			1264 SEVP_F vs M Infographic_C)					
File Name	d/Upload corrupted		SEVP_F vs N		9					
File Name Upload succeede	d/Upload corrupted	ubmitted	SEVP_F vs N Infographic_0	Oct2015.jpg) NCELED		Ingrid Mercer			
File Name Upload succeede	uest 261698 Evidence S	ubmitted Old Value	SEVP_F vs N Infographic_C Success	Oct2015.jpg			Ingrid Mercer			





Verify CR Evidence Received

• Failed CR evidence upload:

Expand All Search:		From:	ye and	To:		to filter by event da	
Event Name		\$ Event Date	-	Resulting Status	¢	Performed By	
Correction Request 18	0700 Evidence Upload Status	05/10/2017 12:35:38	A	ACTIVE		Ingrid Mercer	
Field Changed	Old Value	 New Value					
Document ID		1263					
File Name		SEVP_F vs M Infographic_Oct201					
Upload succeeded/Uploa	ad corrupted	Failed					





QUESTIONS AND ANSWERS

CORRECTION REQUESTS UPLOAD EVIDENCE





UPLOAD EVIDENCE

FORM I-17

December 8, 2017





Form I-17 Upload Evidence

- Evidence is required when school officials submit the Form I-17 petitions for:
 - Initial SEVP certification
 - Submitting a petition update
 - Applying for recertification
 - Responding to requests for evidence (RFE)
- Users will now be required to submit supporting documentation by uploading documents through SEVIS at the time the school submits their petition.
- Schools should be prepared with required evidence prior to logging into SEVIS to submit a petition or to make edits. For guidance on what evidence is required for initial certification, petition updates, and recertification, visit http://www.ice.gov/sevis/schools.





UPLOAD EVIDENCE

INITIAL SEVP CERTIFICATION (FORM I-17)





SEVP Initial Certification Evidence Overview

- Evidence required for SEVP initial certification depends on the type of school and the school's accreditation status.
- Petitioners must provide all required evidence at the time of filing.
- SEVP recommends that schools familiarize themselves with the requirements before logging into SEVIS to submit the petition.

NOTE: For more information about completing initial Form I-17 petitions in SEVIS, read the *Form I-17 Initial Certification* article on the SEVIS Help Hub.





SEVP Initial Certification Evidence Overview

- Petitioners reach the *Upload Evidence* page after completing the petition.
- Petitioner can then browse for files to upload to SEVP.
- After petitioners have uploaded all required documentation, they must affirm that all evidence has been provided.

NOTE: For more information about completing initial Form I-17 petitions in SEVIS, read the *Form I-17 Initial Certification* article on the SEVIS Help Hub.





Upload Evidence - Initial SEVP Certification

- To upload evidence for an Initial Form I-17 petition:
 - 1. Complete the Form I-17 Petition for Initial Certification.



2. Click **Submit** on the *Petition for School Certification* (*Form I-17*) page. The *Submit* page opens.





Upload Evidence - Initial SEVP Certification

Petition for School Certification (Form I-17)
Required fields are marked with an asterisk (*)
"i" information icon denotes help about the page ()
Question Mark denotes information about the field ()
Are you ready to submit your petition? Follow the steps below to complete the submission process:
1. Ensure all supporting documentation is ready to upload. If your petition requires a signed Form I-17, click Print Petition at the bottom of this page, and collect the required signatures. If the form is not printed before leaving this page, schools will be unable to upload a signed Form I-17. If the school needs to gather more evidence, use the navigation pane to return to the form and save the petition as a draft.
2. Complete the PDSO Attestation.
 Enter your SEVIS Password. Click Continue to go to the Upload Evidence page, only when the school is ready to submit the petition along with ALL required supporting documentation.
 Click Continue to go to the Optical Evidence page, only when the school is ready to submit the petition and with ALL required supporting documentation. On the Upload Evidence page, browse for files to upload. Select an evidence type for each file. When all files are uploaded, Click Submit Petition to finalize the process.
Save Draft Continue Cancel

- 3. Ensure all supporting documentation is ready to upload.
 - a. Click **Print Petition** at the bottom of this page.
 - b. Collect the required signatures.

NOTE: If the petitioner does not print the form *before* leaving this page, schools will be unable to upload a signed Form I-17. If the school needs to gather more supporting documentation, use the left navigation pane to return to the form and save the petition as a draft.





Upload Evidence - Initial SEVP Certification

Petition for School Certification (Form I-17)
Required fields are marked with an asterisk (*)
"I" information icon denotes help about the page ()
Question Mark denotes information about the field ()
Are you ready to submit your petition? Follow the steps below to complete the submission process:
 Ensure all supporting documentation is ready to upload. If your petition requires a signed Form I-17, click Print Petition at the bottom of this page, and collect the required signatures. If the form is not printed before leaving this page, schools will be unable to upload a signed Form I-17. If the school needs to gather more evidence, use the navigation pane to return to the form and save the petition as a draft. Complete the PDSO Attestation.
3. Enter your SEVIS Password.
 Click Continue to go to the Upload Evidence page, only when the school is ready to submit the petition along with ALL required supporting documentation. On the Upload Evidence page, browse for files to upload. Select an evidence type for each file. When all files are uploaded, Click Submit Petition to finalize the process.
Save Draft Print Petition Continue Cancel

4. Click **Continue** only when the school is ready to submit the petition along with ALL required supporting evidence. The Upload Evidence: Form I-17 page opens.

NOTE: Ensure that your school is ready to submit all evidence before you click Continue. If the school is not ready to provide evidence once they reach the Upload Evidence page, the only option will be to cancel the petition and begin the process again. December 8, 2017





Upload Evidence - Initial SEVP Certification

- 5. Click **Upload Evidence** to browse for evidence files to upload and select the file.
- 6. Choose the **Evidence Type** from the drop-down list.
- 7. Repeat Steps 4-6 until all files have been uploaded:
 - Confirm that the school does not have any more evidence to provide by selecting Yes, and then Submit Petition. A message opens confirming the completion of the filing process. The Broadcast Messages page opens.
 - If the petitioner needs to obtain more documentation and is not ready to submit the petition at this time, select **No**, and then **Cancel Petition**. This cancels the petition and logs the user out of SEVIS. To begin a new petition, the petitioner must obtain a new temporary password.





UPLOAD EVIDENCE

FORM I-17 PETITION UPDATES

December 8, 2017





Form I-17 Petition Updates Evidence Overview

- Evidence is required for several types of petition updates.
- PDSOs must provide evidence at the time of submitting a petition update in SEVIS.
- SEVP recommends that schools familiarize themselves with the evidentiary requirements before logging into SEVIS to submit petition updates.

NOTE: For more information about filing petition updates, visit the *Form I-17 Petition Update* article on the SEVIS Help Hub.





Form I-17 Petition Updates Evidence Overview

- After the PDSO submits a petition update, the Upload Evidence page opens.
- PDSO can then browse for the evidence files to upload to SEVP.
- After uploading the required evidence, the PDSO must affirm that all evidence has been provided

NOTE: For more information about filing petition updates, visit the *Form I-17 Petition Update* article on the SEVIS Help Hub.





- To upload evidence for a petition update:
 - 1. Enter all Form I-17 Petition Update information.

		Update School Info	ormation (Form I-17)	
<< Return to School Information	1		nformation	
		SEVP School for Advanced SE	VIS Studies - BAL214F44444000	
Page 1: Contact Information		Required fields are ma	rked with an asterisk (*)	
Page 2: Programs of Study		Fields requiring adjudication a	re marked with an hourglass (${f \Sigma}$)	
Page 3: Accreditations and		"i" information icon denot	es help about the page (😉)	
Recognitions		Question Mark denotes information about the field (9)		
Page 4: School Calendar, Costs,	What is the estimated time for completion of the Form I-17? 6			
and Demographics		Click here for information on required supporting documentation 6		
Page 5: Campuses and				
Instructional Sites	1.1	Approval for Attendance of Students Under 🗰 🛛 🚱	Which classification should I select?	
Page 6: School Officials		☑ Section 101(a)(15)(f) of the Act (academic and language students)	
Submit		\Box Section 101(a)(15)(m) of the Act (vocational students)		
	1.2	Name of School or School System 🕷 😧	What is the difference between a school and a school system?	
	//	SEVR School for Advanced SEVIS Studies		

2. Click **Submit** on the *Update School Information* (*Form I-17*) page. The *Submit* page opens.





Upload Evidence - Form I-17 Petition Updates

	Edit School Information (Form I-17) A Test SCR 17239 II - WAS214F23143000 Required fields are marked with an asterisk (♥) Fields requiring adjudication are marked with an hourglass (Ĕ) "™ information icon denotes help about the page (♥) Question Mark denotes information about the field (♥)
Are you rea	dy to submit your petition? Follow the steps below to complete the submission process:
 Ensure all s required sign evidence, use Complete the 	Edits to verify all information is accurate. upporting documentation is ready to upload. If your petition requires a signed Form I-17, click Print Petition at the bottom of this page, and collect the atures. If the form is not printed before leaving this page, schools will be unable to upload a signed Form I-17. If the school needs to gather more the navigation pane to return to the form and save the petition as a draft. PURO Because
5. Click Contin 6. On the Uplo View Edits	SEVIS Password. nue to go to the Upload Evidence page, only when the school is ready to submit the petition along with ALL required supporting documentation. ad Evidence page, browse for files to upload. Select an evidence type for each file. When all files are uploaded, Click Submit Petition to finalize the process. SO Attestation * E
This attesta	ation allows an electronic signature. Read the attestation. Check the box and re-enter your SEVIS password.
 I understand th All of all inform SEVP certifica I understand th I understand th 	n authorized to sign this petition on the behalf of this school. nat unless this institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to 8 CFR 214.4. nation 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 tion. nat willful misstatements may constitute perjury under 18 U.S.C. 1621. nat providing materially false, fictitious, or fraudulent information may subject me to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil also be applicable.
7.2 SE	VIS Password * Z
Save Draft	Print Petition Continue Cancel

3. Click View Edits to verify all information is accurate.





- 4. Ensure all supporting documentation is ready to upload.
 - a. If the petition update requires a signed Form I-17, click **Print Petition** at the bottom of this page.
 - b. Collect the required signatures.

NOTE: If the petitioner does not print the form *before* leaving this page, schools will be unable to upload a signed Form I-17. If the school needs to gather more supporting documentation, use the left navigation pane to return to the form and save the petition as a draft.

5. Click the **PDSO Attestation** checkbox and enter your SEVIS password to sign the petition update.





6. Click **Continue** only when the school is ready to submit the petition along with ALL required supporting evidence. The *Upload Evidence: Form I-17* page opens.

NOTE: Ensure that your school is ready to submit all evidence before you click **Continue.** If the school is not ready to provide evidence once they reach the *Upload Evidence* page, the only option will be to cancel the petition and begin the process again.





Upload Evidence - Form I-17 Petition Updates

		Upload Evidence: Form I-1 Liverpool University - WAS214F25425000 Required fields are marked with an asterisk (*) "I" information icon denotes help about the page (Question Mark denotes information about the field ()) 0)
'ou can now upload evi	dence to support your petition.		
	click "Upload Evidence" below. For information o e, click "Submit Petition".	on the evidence required to support your petition, please se	ee http://www.ice.gov/sevis/schools under the updates tab for information. Once you
f you are not ready to uple	oad evidence at this time, click, "Cancel Petition"	This will erase your Form I-17 petition submission.	
		Upload Evidence	How do I know what evidence should be uploaded?
		I certify that all evidence has been uploaded! *	•
		Submit Petition Cancel Petition	
File Name	Evidence Type	File Size (bytes)	🛊 Upload Date/Time 💡
		No data available in table	

7. Click Upload Evidence. The Upload Evidence modal opens.





Upload Evidence	
File to Upload * C:\Users\SGDeSouz\Desktop\Test Document.docx Browse	
Evidence Type 🔹	
Evidence of state licensure, registration or exemption	
Cancel	Upload

- 8. Click **Browse** to find the evidence file to upload.
- 9. Navigate to and select the file.
- 10. Choose the **Evidence Type** from the drop-down list.
- 11. Click Upload.
- 12. Repeat Steps 7-11 until there are no more files to upload.





	Liverp Requir "i" inform	ad Evidence: Form I-17 ool University - WAS214F25425000 ed fields are marked with an asterisk (*) ation icon denotes help about the page (•) Aark denotes information about the field (•)		
You can now upload evidence to sup	port your petition.			
To upload your evidence, click "Upload Evidence" below. For information on the evidence required to support your petition, please see http://www.ice.gov/sevis/schools under the updates tab for information. Once you have uploaded all evidence, click "Submit Petition".				
If you are not ready to upload evidence at this time, click, "Cancel Petition". This will erase your Form I-17 petition submission.				
		Upload Evidence	How do I know what evidence should be uploaded?	
	I certify	that all evidence has been uploaded! 🏶		
Submit Petition Cancel Petition				
File Name \$	Evidence Type	File Size (bytes)	Upload Date/Time	
Test Document.docx	Evidence of state licensure, registration or exemption	12567	05/08/2017 13:54:00	

13. Click either **Submit Petition** or **Cancel Petition** on the *Upload Evidence: Form I-17* page.





- **Submit Petition:** Confirms that the school does not have any more evidence to provide and completes the filing process.
 - Message displays confirming the completion of the filing process.

ir petition.			
" below. For information on n".	in the evidence req	uired to support your petition, please see http://www	w ice.gov/sevis/schools under
ne, click, "Cancel Petition	🖸 Alert		
	You have now s	ubmitted your petition and evidence to SEVP.	How do I know what evid
l	S	ubmit Petition Cancel Petition	
псе Туре		File Size (bytes)	Upload Date/Tim
ce of state licensure, regis	stration or	12567	05/08/2017 13:541

- Click **OK**. The School Information page opens.





Upload Evidence - Form I-17 Petition Updates

• **Cancel Petition:** When the school needs to obtain more evidence and is not ready to submit the petition at this time, this function cancels the petition update and returns the user to the *School Information* page.

NOTE: PDSOs must provide all required evidence <u>at the same time</u> as they submit the petition update in SEVIS. School officials must ensure that all required documentation is ready at the time of filing the petition update.





UPLOAD EVIDENCE

SEVP RECERTIFICATION

December 8, 2017





SEVP Recertification Evidence Overview

- When applying for recertification, schools must upload a complete recertification package in SEVIS after completing the electronic recertification attestation, and providing any changes to the information on the petition.
- SEVP recommends that schools familiarize themselves with the evidentiary requirements before logging into SEVIS to apply for recertification.

NOTE: For more information about applying for recertification, read the *Form I-17: Recertification* article on the SEVIS Help Hub.





Upload Evidence - SEVP Recertification To upload evidence for a recertification petition:

1. Complete the Recertification Application.

	Edit School Information (Form I-17)
<< Return to School Information	Contact Information The Alaska School - BAL214F85647000
Page 1: Contact Information	Required fields are marked with an asterisk (*) Fields requiring adjudication are marked with an hourglass (⊠) "i" information icon denotes help about the page (€)
Page 2: Programs of Study	Question Mark denotes information about the field (2) What is the estimated time for completion of the Form I-17?
Page 3: Accreditations and Recognitions	Click here for information on required supporting documentation 3
Page 4: School Calendar, Costs, and Demographics	1.1 Approval for Attendance of Students Under ★ Which classification should I select?
Page 5: Campuses and Instructional Sites Page 6: School	Section 101(a)(15)(f) of the Act (academic and language students)
Officials Submit	Section 101(a)(15)(m) of the Act (vocational students)

2. Click **Submit** on the *Edit School Information* (*Form I-17*) page. The *Submit* page opens.

December 8, 2017





Upload Evidence - SEVP Recertification

Edit School Information (Form I-17) A Test SCR 17239 II - WAS214F23143000 Required fields are marked with an asterisk (*)	
Fields requiring adjudication are marked with an hourdlass (Ξ)	
"i" information icon denotes help about the page ()	
Question Mark denotes information about the field (0)	
Question mark denotes information about the field (V)	
Are you ready to submit your petition? Follow the steps below to complete the submission process:	
 Click View Edits to verify all information is accurate. Ensure all supporting documentation is ready to upload. If your petition requires a signed Form I-17, click Print Petition at the bottom of this page, and collect required signatures. If the form is not printed before leaving this page, schools will be unable to upload a signed Form I-17. If the school needs to gather mevidence, use the navigation pane to return to the form and save the petition as a draft. Complete the PDSO Attrestation. 	
 Enter your SEVIS Password. Click Continue to go to the Upload Evidence page, only when the school is ready to submit the petition along with ALL required supporting documentation 	n
6. On the Upload Evidence page, browse for files to upload. Select an evidence type for each file, when all files are uploaded. Click Submit Petition to finalize the pro- tion of the upload Evidence page, browse for files to upload. Select an evidence type for each file.	
View Edits 7.1 PDSQ Attestation * X	
🗹 This attestation allows an electronic signature. Read the attestation. Check the box and re-enter your SEVIS password.	
Laterat their	
 As PDSO, I am authorized to sign this petition on the behalf of this school. 	
 As POSO, Fain adminized to sign inspection on the behavior on this School. I understand that unless this institution fully complex 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 institut	ion'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	nd civil
violations may also be applicable.	
7.2 SEVIS Password ★ X	
Save Draft Print Petition Continue Cancel	

3. Click **View Edits** to verify all information is accurate.





Upload Evidence - SEVP Recertification

- 4. Ensure all supporting documentation is ready to upload.
 - a. If the petition update requires a signed Form I-17, click **Print Petition** at the bottom of this page.
 - b. Collect the required signatures.

NOTE: If the petitioner does not print the form *before* leaving this page, schools will be unable to upload a signed Form I-17. If the school needs to gather more supporting documentation, use the left navigation pane to return to the form and save the petition as a draft.

5. Click the **PDSO Attestation** checkbox and enter your SEVIS password to sign the petition update.





Upload Evidence - SEVP Recertification

 Click Continue only when the school is ready to submit the petition along with ALL required supporting evidence. The Upload Evidence: Form I-17 page opens.

		Upload Evidence: Form I-17 Liverpool University - WAS214F25425000 Required fields are marked with an asterisk (*) "" information icon denotes help about the page (Question Mark denotes information about the field (D)
You can now upload ev	vidence to support your petition.	Question main denotes information about the field (
	, click "Upload Evidence" below. For information o cce, click "Submit Petition".	on the evidence required to support your petition, please set	e http://www.ice.gov/sevis/schools under the updates tab for information. Once you
If you are not ready to up	load evidence at this time, click, "Cancel Petition"	. This will erase your Form I-17 petition submission.	
		Upload Evidence	How do I know what evidence should be uploaded?
		l certify that all evidence has been uploaded! 🏶	
		Submit Petition Cancel Petition	
File Name	Evidence Type	File Size (bytes)	Upload Date/Time
		No data available in table	

7. Click Upload Evidence. The Upload Evidence modal opens.





Upload Evidence - SEVP Recertification

Upload Evidence	
File to Upload *	
C:\Users\SGDeSouz\Desktop\Test Document.docx Browse Evidence Type	
Evidence of state licensure, registration or exemption	~
Cancel	Upload

- 8. Click Browse to find the file to upload.
- 9. Navigate to and select the file.
- 10. Choose the **Evidence Type** from the drop-down list.
- 11. Click Upload.
- 12. Repeat Steps 7-11 until there are no more files to upload.





Upload Evidence - SEVP Recertification

	L F	pload Evidence: Form I-1 iverpool University - WAS214F25425000 Required fields are marked with an asterisk (* information icon denotes help about the page (stion Mark denotes information about the field	0) O				
You can now upload evider	nce to support your petition.						
To upload your evidence, click "Upload Evidence" below. For information on the evidence required to support your petition, please see http://www.ice.gov/sevis/schools under the updates tab for information. Once you have uploaded all evidence, click "Submit Petition".							
If you are not ready to upload evidence at this time, click, "Cancel Petition". This will erase your Form I-17 petition submission.							
		Upload Evidence	How do I know what evidence should be uploaded?				
I certify that all evidence has been uploaded! 🌞							
Submit Petition Cancel Petition							
File Name	Evidence Type	File Size (bytes)	Upload Date/Time v				
Test Document.docx	Evidence of state licensure, registration or exemption	12567	05/08/2017 13:54:00				
Ton provinsi 1.400 A	exemption	12007					

13. Click either **Submit Petition** or **Cancel Petition** on the Upload Evidence: Form I-17 page.





Upload Evidence - SEVP Recertification

- **Submit Petition:** Certifies that the school has provided all the evidence.
 - *Recertification* confirmation page opens confirming the submission of the recertification application.

Recertification

Recertification Application Has Been Submitted

You will receive an email confirming the submission of this recertification application. The email will contain additional information on the application review process.

SEVP will review the application and determine the school's eligibility for continued enrollment in SEVIS. You will be notified of the eligibility decision via email. If further review is required to determine the eligibility, SEVP will contact you with additional instructions.

Return to School View

Click Return to School View. The School Information page opens.





Upload Evidence - SEVP Recertification

• **Cancel Petition:** Cancels the recertification petition, when the PDSO is not ready to provide evidence.

NOTE: PDSOs must provide the complete recertification package, along with evidence to support any petition edits <u>at the same time</u> as they apply for recertification in SEVIS. School officials must ensure that all required documentation is ready at the time of filing.





UPLOAD EVIDENCE

REQUESTS FOR EVIDENCE

December 8, 2017





Petition Requests for Evidence Overview

- When SEVP reviews initial petitions, petition updates, and recertification petitions, school officials may receive requests for evidence (RFEs) via email requiring an additional upload of supporting documentation.
- SEVP School Certification Unit (SCU) may request:
 - Changes to the submitted petition, in addition to supporting documentation.
 - Only additional supporting documentation.

NOTE: For more information about filing petition updates, visit the *Form I-17 Petition Update* page on the SEVIS Help Hub.





Petition Edits with Requests for Evidence

- After the PDSO submits the requested edits to the petition, the *Upload Evidence* page opens.
- PDSO can then browse for the RFE files to upload to SEVP.
- After the required documentation is uploaded, the PDSO must affirm that all evidence has been provided.

NOTE: For more information about filing petition updates, visit the *Form I-17 Petition Update* page on the SEVIS Help Hub.





Petition Edits with Requests for Evidence

To upload RFE files when editing the petition:

Print I-17 Form		School Information University System of Maryland School Code: WAS214F79890000		
Page Navigation: 1. <u>Contact Information</u>	Applicat	Application Pending		
 <u>Programs of Study</u> <u>Accreditations and</u> <u>Recognitions</u> <u>School Calendar, Costs and</u> <u>Demographics</u> 	School S Next Us Campus	Certification Expiration Date: 01/01/2018 School Status: APPROVED Next User Verification Date: 01/02/2019 Campuses Verified: 2 of 2 Campuses Previous School Code: N/A		
5. <u>Campuses, Instructional Sites</u> and Officials	Sectio	Section 1: Contact Information		
Actions:	1.1	Approval for Attendance of Students Under: Section 101(a)(15)(f) of the Act (Academic and Language Students)		
RFE-Update School Information	1.2	1.2 Name of School or School System: University System of Maryland		
<u>(Form I-17)</u>	1.3	1.3 Name of Main Campus: College Park		
Register for Batch Processing	1.4	1.4 Mailing Address of the School: 2450 CRYSTAL DP		

1. Click **RFE-Update School Information (Form I-17)** on the School Information page to access the petition.





Petition Edits with Requests for Evidence

	1	•	ormation (Form I-17)			
<< Return to School Information	Contact Information SEVP School for Advanced SEVIS Studies - BAL214F44444000					
Page 1: Contact Information	Required fields are marked with an asterisk (*)					
Page 2: Programs of Study		Fields requiring adjudication are marked with an hourglass (${f X}$)				
Page 3: Accreditations and		"i" information icon denotes help about the page ()				
Recognitions	Question Mark denotes information about the field (2)					
Page 4: School Calendar, Costs,		What is the estimated time for	What is the estimated time for completion of the Form I-17? 🟮			
and Demographics	Click here for information on required supporting documentation 3					
Page 5: Campuses and						
Instructional Sites	1.1	Approval for Attendance of Students Under 🗰 🛛 🔂	Which classification should I select?			
Page 6: School Officials	☑ Section 101(a)(15)(f) of the Act (academic and language students)					
Submit		□ Section 101(a)(15)(m) of the Act (vocational students)				
	1.2	Name of School or School System 🗱 🥹	What is the difference between a school and a school system?			
	//	SEVP School for Advanced SEVIS Studies.				

2. After making the requested edits for the Form I-17 Petition RFE, click **Submit** on the *Update School Information (Form I-17)* page. The *Submit* page opens.





Petition Edits with Requests for Evidence

Edit School Information (Form I-17) A Test SCR 17239 II - WAS214F23143000
Required fields are marked with an asterisk (♣) Fields requiring adjudication are marked with an hourglass (봄) "i" information icon denotes help about the page () Question Mark denotes information about the field ()
Are you ready to submit your petition? Follow the steps below to complete the submission process:
 Click View Edits to verify all information is accurate. Ensure all supporting documentation is ready to upload. If your petition requires a signed Form I-17, click Print Petition at the bottom of this page, and collect the required signatures. If the form is not printed before leaving this page, schools will be unable to upload a signed Form I-17. If the school needs to gather more evidence, use the navigation pane to return to the form and save the petition as a draft. Complete the PDSO Attestation. Enter your SEVIS Password. Click Continue to go to the Upload Evidence page, only when the school is ready to submit the petition along with ALL required supporting documentation. On the Upload Evidence page, browse for files to upload. Select an evidence type for each file. When all files are uploaded, Click Submit Petition to finalize the process.
7.1 PDSO Attestation * X
It is attestation allows an electronic signature. Read the attestation. Check the box and re-enter your SEVIS password.
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 * A
Save Draft Print Petition Continue Cancel

- 3. Click the **PDSO Attestation** checkbox and enter your SEVIS password to sign the update.
- 4. Click Continue. The Upload Evidence: Form I-17 page opens.

December 8, 2017





Petition Edits with Requests for Evidence

	Upload Evidence: Liverpool University - WAS Required fields are marked with	214F25425000	
	"i" information icon denotes help	about the page (1)	
	Question Mark denotes information	n about the field (🕑)	
You can now upload evidend	e to support your petition.		
To upload your evidence, click have uploaded all evidence, cl	"Upload Evidence" below. For information on the evidence required to support your p ick "Yes".	etition, please see http://www.ice.gov/sevis/scl	hools under the updates tab for information. Once you
Selecting "Yes" - You are subr	nitting your response to the request for evidence.		
Selecting "No" - If you are not	ready to upload evidence at this time, click "No" and you will be returned to the School	I Information page. You have until the request	for evidence due date to upload your evidence.
	Upload Evide	nce	v what evidence should be uploaded?
	I certify that all evidence has be	een uploaded! 🌻	
	Yes No		
File Name	Evidence Type	File Size (bytes)	💠 Upload Date/Time 🚽
Test Document.docx	Evidence of state licensure, registration or exemption	12567	05/08/2017 13:54:00

5. Click **Upload Evidence.** The *Upload Evidence* modal opens.





Petition Edits with Requests for Evidence

Upload Evidence	
File to Upload *	
C:\Users\SGDeSouz\Desktop\Test Document.docx	Browse
Evidence Type 🜻	_
Evidence of state licensure, registration or exemption	✓
Cancel	Upload

- 6. Click **Browse** to find the file to upload.
- 7. Navigate to and select the file.
- 8. Choose the **Evidence Type** from the drop-down list.
- 9. Click Upload.
- 10. Repeat Steps 5-9 until all files have been uploaded.





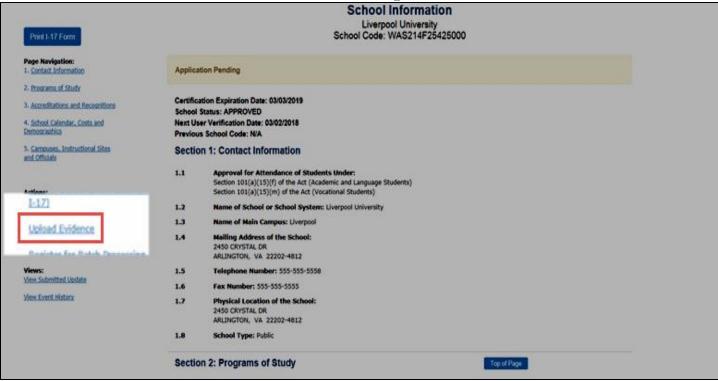
Petition Edits with Requests for Evidence

- 11. Click either **Yes** or **No** on the Upload Evidence: Form I-17 page.
 - Yes: Confirms that the school does not have any more evidence to provide.
 - Click Submit Petition.
 - Message opens confirming the completion of the filing process. The School Information page opens.
 - No: Stops the upload evidence process, when the PDSO is not ready to submit supporting documentation.
 - School official returns to the School Information page.
 - Link displays on School Information page to provide evidence later.





Petition Edits with Requests for Evidence



NOTE: SEVP's SCU sets deadlines for responses to RFEs. The link to provide evidence will only remain on the *School Information* page during the response window set by SCU.





When SCU only requests additional supporting documentation:

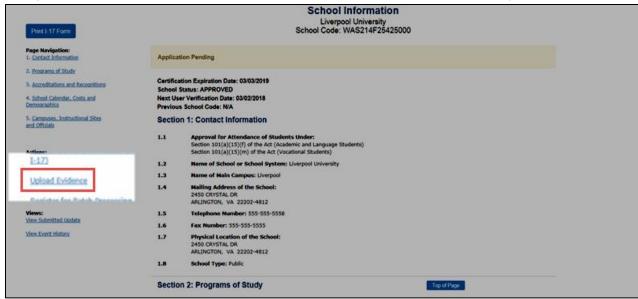
- Link displays on the *School Information* page to upload evidence.
- School official can then browse for files to send to SEVP.





Only Additional Supporting Files Required

1. Navigate to the School Information page.



2. Click **Upload Evidence**. The *Upload Evidence: Form I-17* page opens.

NOTE: The link to upload evidence will only appear on the *School Information* page, when there is a request for additional documentation from SEVP.





You can now upload evider	Upload Evidence: Liverpool University - WAS2 Required fields are marked with "i" information icon denotes help al Question Mark denotes information	14F25425000 an asterisk (♥) bout the page (❶)			
To upload your evidence, click "Upload Evidence" below. For information on the evidence required to support your petition, please see http://www.ice.gov/sevis/schools under the updates tab for information. Once you have uploaded all evidence, click "Yes".					
Selecting "Yes" - You are sub	printing your response to the request for evidence.				
Selecting "No" - If you are no	t ready to upload evidence at this time, click "No" and you will be returned to the School	Information page. You have until the request for	or evidence due date to upload your evidence.		
	Upload Eviden	ice	what evidence should be uploaded?		
	Yes No]			
File Name	Evidence Type	File Size (bytes)	🛊 Upload Date/Time 🚽		
Test Document.docx	Evidence of state licensure, registration or exemption	12567	05/08/2017 13:54:00		

3. Click **Upload Evidence**. The *Upload Evidence* modal opens.





Upload Evidence	
File to Upload * C:\Users\SGDeSouz\Desktop\Test Document.docx Browse	
Evidence Type + Evidence of state licensure, registration or exemption	~
Cancel	Upload

- 4. Click **Browse** to find the file to upload.
- 5. Navigate to and select the file.
- 6. Choose the **Evidence Type** from the drop-down list.
- 7. Click Upload.
- 8. Repeat Steps 3-7 until all files have been uploaded.





- 9. Click either **Yes** or **No** on the Upload Evidence: Form I-17 page.
 - Yes: Confirms that the school does not have any more evidence to provide.
 - Click Submit Petition.
 - Message opens confirming the completion of the filing process. The School Information page opens.
 - No: Stops the upload evidence process, when the PDSO is not ready to submit supporting documentation.
 - School official returns to the School Information page.
 - Link displays on School Information page to provide evidence later.





NOTE: SEVP's SCU sets deadlines for responses to RFEs. The link to provide evidence will only remain on the *School Information* page during the response window set by SCU.





CORRECTION REQUESTS AND FORM I-17

EVIDENCE UPLOAD ERRORS





Users may encounter errors when attempting to upload files:

• File size too large: File size exceeded the required limit of 10MB.

		Rec "i" info	load Evidence quired fields are marked primation icon denotes he on Mark denotes information	with an asterisk (*) elp about the page (9)			
ou can now upload evid	lence to support you	r petition.					
o upload your evidence, c	lick "Upload Evidence	Upload Evidence					under the certification tab
or information. Once you h		•					
you are not ready to uplo ew Form I-17 petition.	An error occurred	d while uploading the evide	nce. The file exceeds t	he maximum file size of	f 10 MB allowed for	upload evidence.	user ID in order to submit
	ОК						ed supporting evidence.
		Cancel			Upload		, ,
			Submit Petition C	ancel Petition			
File Name							
			No data available	e in table			

PDSO ACTION: If you encounter an error when attempting to upload a file, try again. If the error persists, contact the SEVP Response Center at sevp@ice.dhs.gov or 800-892-4829..





Evidence Upload Errors

• File name too long: File names are limited to 60 characters.

		Upload Evidence: Form I-17 Retest Femi - BAL214F58687000 Required fields are marked with an asterisk (*) "i" information icon denotes help about the page (3) Question Mark denotes information about the field (?)	
upload evidence to su	pport you	Upload Evidence	
r evidence, click "Uploa nce you have uploaded	🖪 Ale	rt	schools under the updat
ready to upload evidenc	An error	occurred while uploading the evidence. The filename exceeds the maximum limit of 60 char	racters.
	OK		on required supporting to upload evidence.
,		Cancel Upload	
		Submit Petition Cancel Petition	
\$		Type 🜲 File Size (bytes) 🔶 Upload D	Date/Time
		No data available in table	

PDSO ACTION: Rename file with less than 60 characters and try to upload again.

December 8, 2017





 Invalid file extensions: User attempted to upload a file that is not one of the allowed file types.

,		_
on	Upload Evidence	
s.gc	File to Upload 🗚	und
	Choose File ActionManager2.ams	
	Allowed file extensions are: pdf, xls, xlsx, doc, docx, jpg, jpeg, png, gif, txt and csv	now
	Evidence Type *	
	Record of Flight School Weekly Component	
	Cancel Upload	
pe	Tile Size (bytes) ₹ Op	oad

PDSO ACTION: Save the file to an allowed file extension and try to upload again.

NOTE: The file extensions allowed are: .DOCX, .DOC, .PDF, .XLS, .XLSX, .JPG, .JPEG, .PNG, .GIF, .TXT, .CSV.





• "File was empty" or browser error: There may be times when documents fail to reach SEVIS from the user's browser.

Alert
File upload was not received or file was empty. Try again and, if the problem persists, call the SEVIS help desk.
ОК

PDSO ACTIONS:

- If you encounter this error, try again, perhaps using another internet browser. (The optimal browser for SEVIS is Internet Explorer).
- If the error persists:
 - For Form I-17 evidence, submit your petition without evidence.
 - For both Form I-17 and correction requests evidence, contact the SEVP Response Center by email at sevp@ice.dhs.gov; notifying them that you are having technical issues with uploading.





• Error while saving evidence: During system outages, documents may not be saved.

🙆 Alert

An error occurred while saving the evidence. Try again and, if the problem persists, call the SEVIS help desk.

OK

PDSO ACTIONS:

- If you encounter this error, try again.
- If the error persists:
 - For Form I-17 evidence, submit your petition without evidence.
 - For both Form I-17 and correction requests evidence, contact the SEVP Response Center by email at sevp@ice.dhs.gov; notifying them that you are having technical issues with uploading.





• **Malware:** SEVIS scans all uploaded files for harmful malware. If SEVIS returns this message, it will not accept the file.

-		
A	Ale	rt
-	AIC	1 L

Your document appears to contain malware. Check the document and try again.



PDSO ACTION: If you encounter this error, run a virus scan of the file and try uploading again.





RESOURCES

December 8, 2017





Upload Evidence Resources

Webinar:

- SEVIS Upload Evidence Slides
- SEVIS Upload Evidence Screenshots Handout
- Upload Evidence-Corrections Requests Guide
- Upload Evidence-Form I-17 Guide





Upload Evidence Resources

SEVIS Help Hub

- SEVIS Upload Evidence Webinar
 - https://studyinthestates.dhs.gov/sevis-helphub/learn-more/webinars/42155
- SEVIS Correction Requests Overview
 - https://studyinthestates.dhs.gov/sevis-helphub/student-records/corrections-and-correctionrequests/correction-requests-overview





Release Resources

Articles, User Guides, and Job Aids

- Upload Evidence Correction Requests
- Upload Evidence Form I-17





Study in the States Website URLs

- SEVIS Help Hub
 - http://studyinthestates.dhs.gov/sevis-help-hub
- SEVIS Enhancements page
 - https://studyinthestates.dhs.gov/sevis-helphub/learn-more/sevis-enhancements
- SEVIS Webinars page
 - https://studyinthestates.dhs.gov/sevis-helphub/learn-more/webinars
- SEVP Stakeholder Webinars page – http://studyinthestates.dhs.gov/webinars





Other Resources

- SEVIS Email
 - SEVISTechnicalFeedback@ice.dhs.gov
- SEVP Response Center

– SEVP@ice.dhs.gov

- SEVIS Batch Email
 - SEVIS.Batch@ice.dhs.gov
- Department of State Email
 - jsevis@state.gov
- SEVIS Help Desk
 - 800-892-4829
 - SEVISHelpdesk@ice.dhs.gov





QUESTIONS AND ANSWERS

FORM I-17 UPLOAD EVIDENCE

December 8, 2017