U.S. Immigration and Customs Enforcement

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

# SEVIS Upload Evidence Webinar
December 8, 2017

Before we start,

A QUICK ORIENTATION

Communications

- Use the Questions Pod to let us know if you are having audio or other technical issues

- Type your questions in the Questions Pod as they occur to you

There will be a Q&A session at the end of each topic, where we will answer your questions, but you may submit questions at any time.

Questions

Assign To
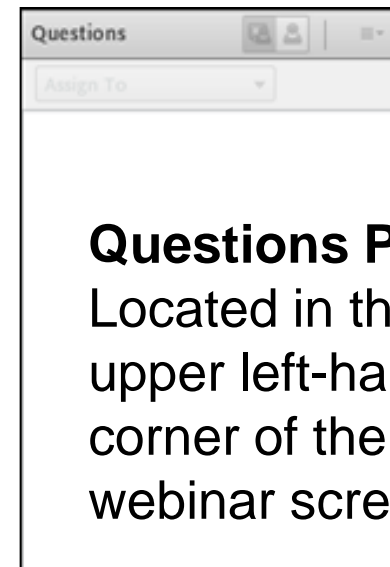
Questions Pod: Located in the upper left-hand corner of the webinar screen.

Download Pod

Download Pod: Click file name, then Save	
Name	**Size**
FAQ Accreditations and Recognitions Conversion.pdf	242 KB
Webinar Participant Guide.pdf	139 KB
Slides Pre-Release Webinar SEVIS 6-16.pdf	991 KB
Accreditation Conversion Worksheet.xlsx	56 KB
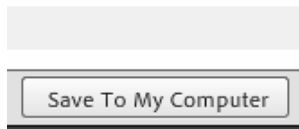
Save To My Computer

Download Pod: Located in the lower left corner of the webinar screen.

How to download Webinar information files:

1. Select file

2. Click **Save To My Computer**

3. Click link **Click to Download (**File opens in a new window.)

4. Save the file using your system procedures

Documents Available to Download Today

- Webinar Slides: SEVIS Upload Evidence

- Screenshots Handout: SEVIS Upload Evidence Webinar

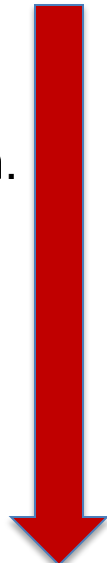Also look on *Study in the States* for these materials.

Web Links Pod

Web Links (Click the link name, then click "Browse To" to go to the URL) ≡▾

Webinar Participant Satisfaction Survey

Informatica© AddressDoctor White Paper

Machine Readable Travel Documents - Standards

Browse To | http://now.informatica.com/en_address-validation-best-practices_white-paper_02098.html?uid=12-20551

Web Links Pod:
Located at the bottom of the webinar screen.

How to access web links:

1. Select link – this displays the URL
2. Click **Browse To**- this navigates to the web site

Web Links Available Today

- Webinar Satisfaction Survey

SEVIS Upload Evidence Webinar
December 8, 2017

WEBINAR INTRODUCTION

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

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

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*

CR Upload Evidence Pages

Submit Successful

The following Request ID was assigned to this correction request: 177695

This correction request requires review by SEVP.

Upload Evidence | Return to Corrections Management Page | Return to the Student Information Page

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:

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

CR Upload Evidence Process

Upload Correction Request Evidence

F-1 Student	SEVP School for Advanced SEVIS Studies - SEVP	Status: **ACTIVE**
Ngo, Hang Thu	**School for Advanced SEVIS Studies**	SEVIS ID: **N0004705844**
	Start Date: 01/01/2015 End Date: 07/31/2016	

Correction Request Information

ID	177695
Type	Student Request Change - Optional Practical Training
Comments	Student received her OPT card in the mail, receipt number PSC85999755551.

Upload Evidence   **Uploaded Evidence**

File Name ▲	Evidence Type ⬍	File Size (bytes) ⬍
	No data available in table	

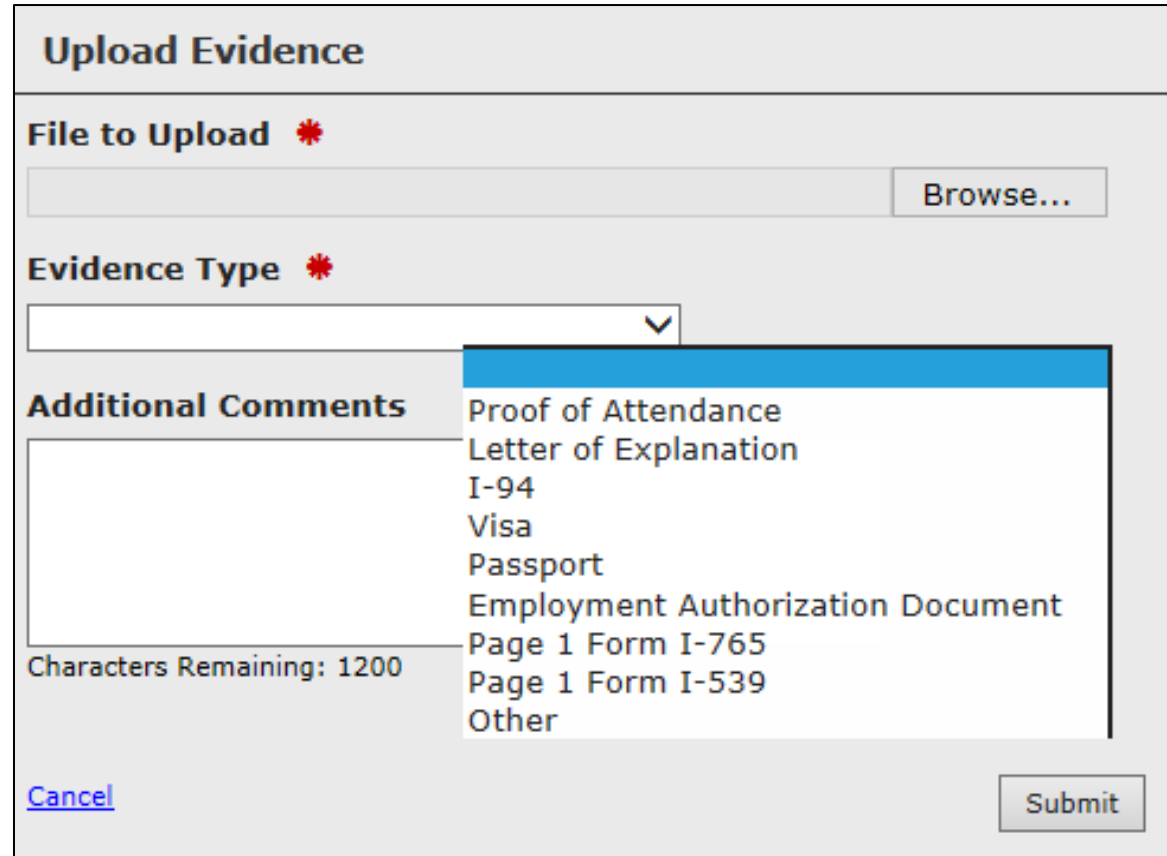[Return to Corrections Management Page] [Return to the Student Information Page]

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 ✳

[⌄]

Additional Comments

```
Proof of Attendance
Letter of Explanation
I-94
Visa
Passport
Employment Authorization Document
Page 1 Form I-765
Page 1 Form I-539
Other
```

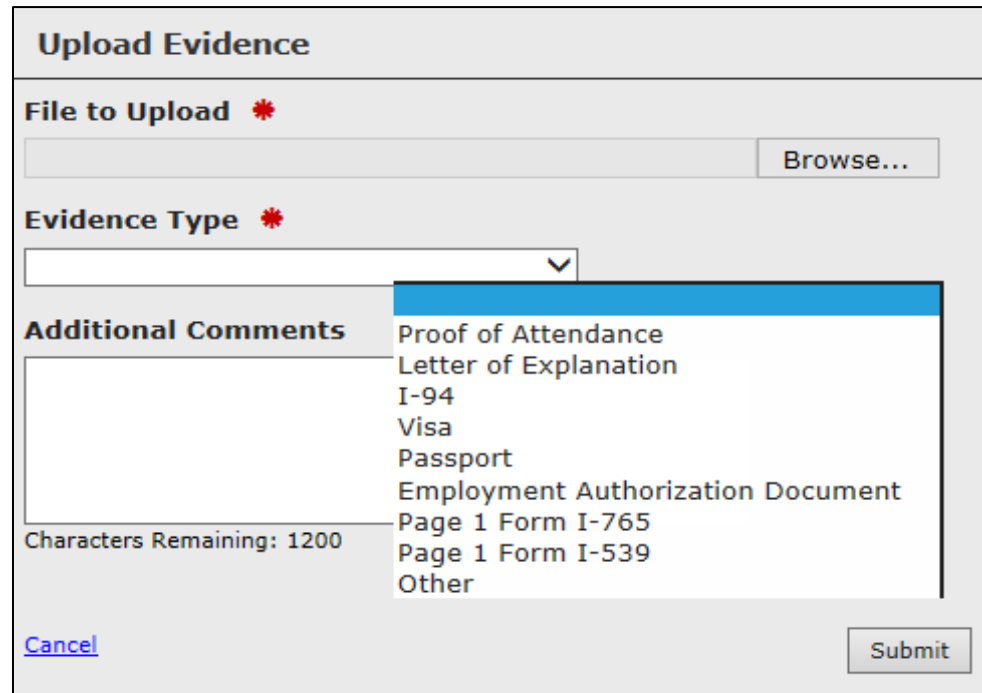Characters Remaining: 1200

Cancel   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 *Description* 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 ✱

Proof of Attendance
Letter of Explanation
I-94
Visa
Passport
Employment Authorization Document
Page 1 Form I-765
Page 1 Form I-539
Other

Additional Comments

Characters Remaining: 1200

Cancel

Submit

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

CR Upload Evidence Process

Upload Correction Request Evidence

Required fields are marked with an asterisk (✱)

"i" information icon denotes help about the page (ⓘ)

Question Mark denotes information about the field (❓)

Plus icon indicates that the field can be expanded to display additional data (➕)

Minus icon indicates that the field can be collapsed to display condensed data (➖)

| F-1 Student
Ngo, Hang Thu | **SEVP School for Advanced SEVIS Studies - SEVP**
School for Advanced SEVIS Studies
Start Date: 01/01/2015   End Date: 07/31/2016 | Status: **ACTIVE**
SEVIS ID: **N0004705844** |

➕

Correction Request Information

ID	177695
Type	Student Request Change - Optional Practical Training
Comments	Student received her OPT card in the mail, receipt number PSC85999755551.

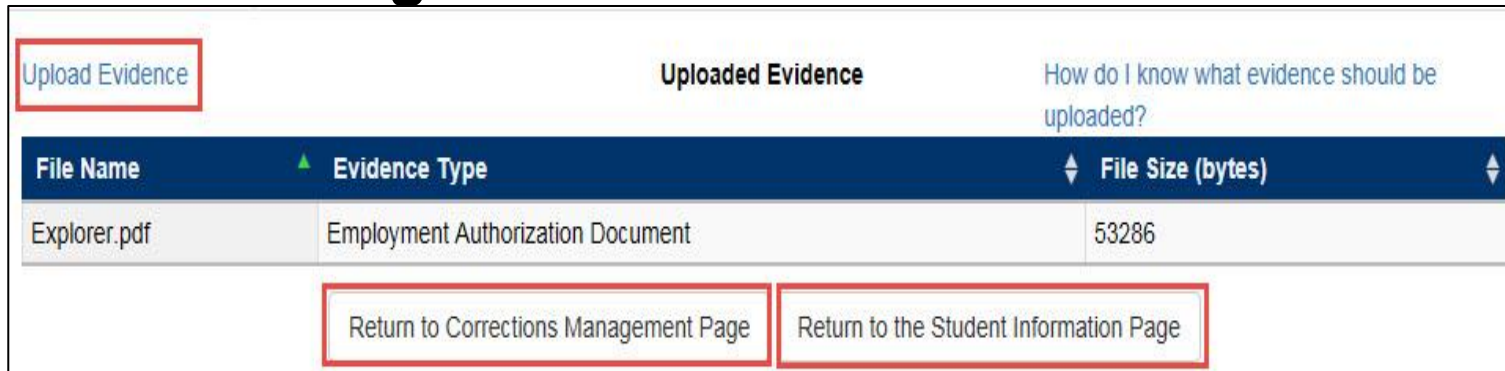Upload Evidence   **Uploaded Evidence**

File Name ▲	Evidence Type	File Size (bytes)
OPT Card for NGO.pdf	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 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

Upload Correction Request Evidence

Required fields are marked with an asterisk (✳)

"i" information icon denotes help about the page (ℹ)

Question Mark denotes information about the field (❓)

Plus icon indicates that the field can be expanded to display additional data (➕)

Minus icon indicates that the field can be collapsed to display condensed data (➖)

F-1 Student **Ngo, Hang Thu**	**SEVP School for Advanced SEVIS Studies - SEVP** **School for Advanced SEVIS Studies** Start Date: 01/01/2015 End Date: 07/31/2016	Status: **ACTIVE** SEVIS ID: **N0004705844**

➕

Correction Request Information

ID	177695
Type	Student Request Change - Optional Practical Training
Comments	Student received her OPT card in the mail, receipt number PSC85999755551.

Upload Evidence **Uploaded Evidence**

File Name ▲	Evidence Type ⬍	File Size (bytes) ⬍
OPT Card for NGO.pdf	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**.

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 cor in the Available Actions column.

Search:

	CR ID	CR Type	Submitted By	CR Date Submitted	CR Status Date	Request Status	Available A
⊕	177695	Student Request Change - Optional Practical Training	Mercer, Ingrid DSO	08/22/2016	12/29/2016	CANCELED	
⊕	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.

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.

Verify CR Evidence Received

- Successful CR evidence upload:

Verify CR Evidence Received

- Failed CR evidence upload:

QUESTIONS AND ANSWERS

CORRECTION REQUESTS
UPLOAD EVIDENCE

UPLOAD EVIDENCE

_____

FORM I-17

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.
3. Enter your SEVIS Password.
4. 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.
5. 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 |

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:

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.
3. Enter your SEVIS Password.
4. 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.
5. 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.

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

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.

Upload Evidence - Form I-17 Petition Updates

To upload evidence for a petition update:

1. Enter all Form I-17 Petition Update information.

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

Upload Evidence - Form I-17 Petition Updates

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

Upload Evidence - Form I-17 Petition Updates

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 - Form I-17 Petition Updates

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-17
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 (❓)

You can now upload evidence 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?

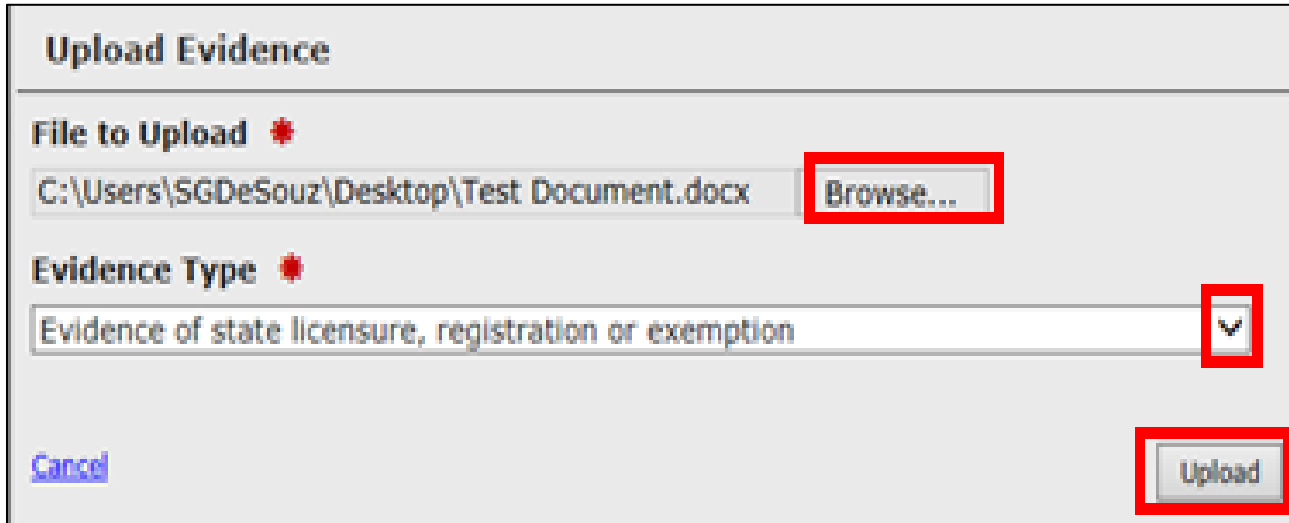I certify that all evidence has been uploaded! ✸

[Submit Petition] [Cancel Petition]

File Name	Evidence Type	File Size (bytes)	Upload Date/Time
No data available in table			

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

Upload Evidence - Form I-17 Petition Updates

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.

Upload Evidence - Form I-17 Petition Updates

Upload Evidence: Form I-17
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 (❓)

You can now upload evidence 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
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.

Upload Evidence - Form I-17 Petition Updates

- **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.

  - 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

SEVP Recertification Evidence Overview
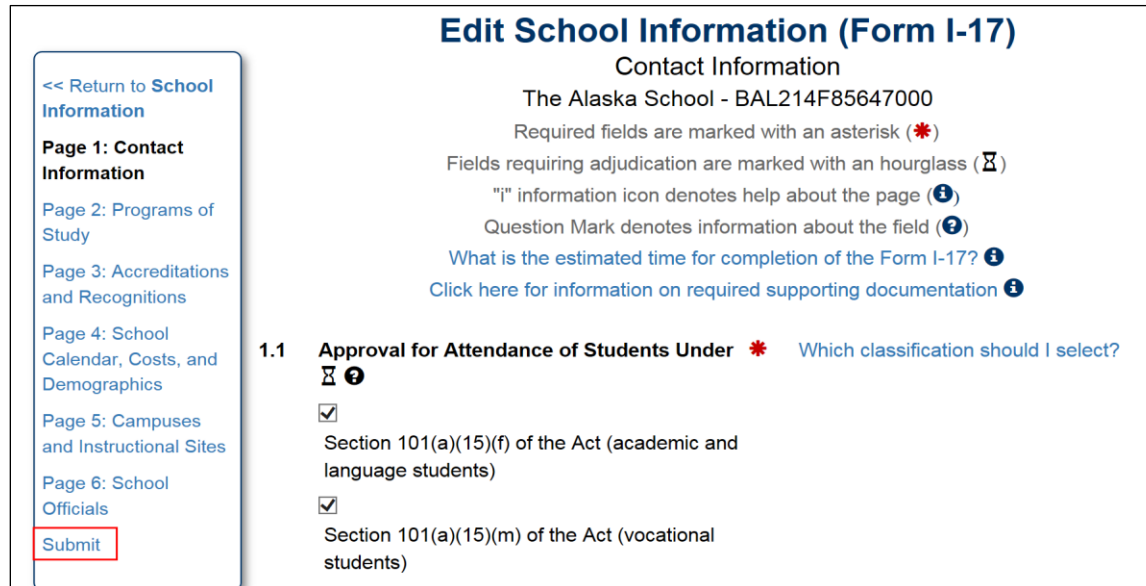
- When applying for recertification, schools must upload a complete recertification package in SEVIS after completing the electronic recertification attestation, and providing any changes to the information on the petition.

- 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.

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

Upload Evidence - SEVP Recertification

3. Click **View Edits** to verify all information is accurate.
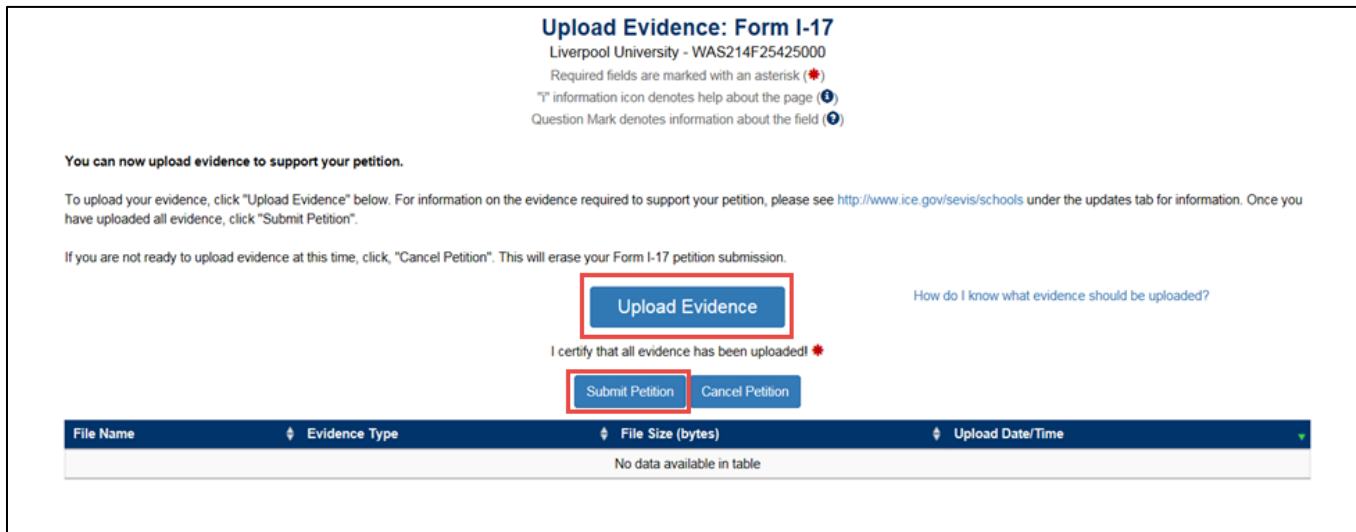
Upload Evidence - SEVP Recertification

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

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.

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

Upload Evidence - SEVP Recertification

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

Upload Evidence: Form I-17
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 (?)

You can now upload evidence 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.

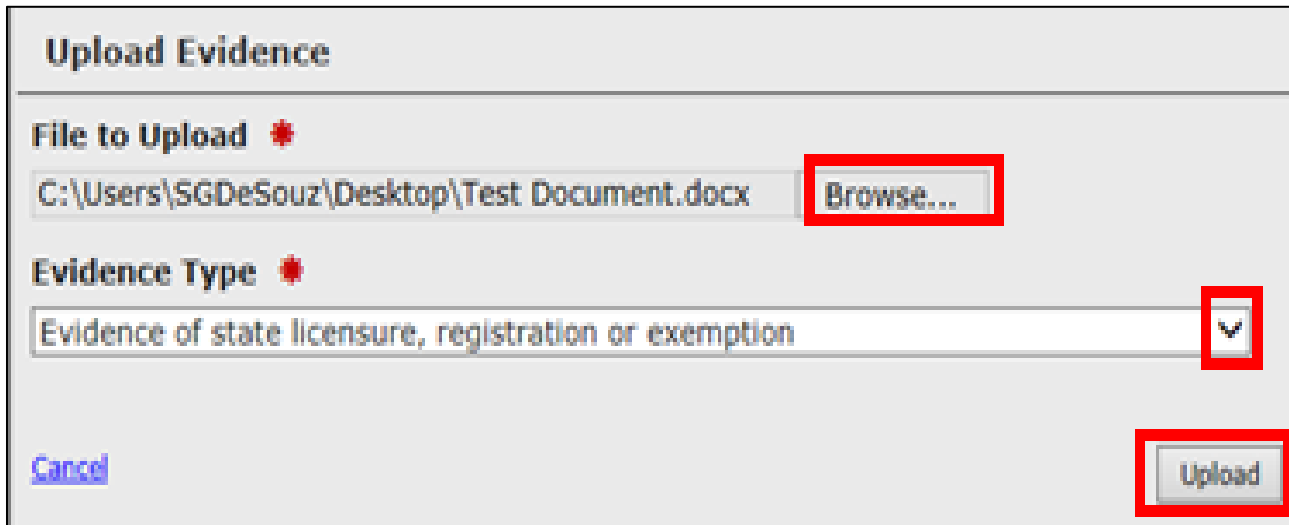**Upload Evidence**   How do I know what evidence should be uploaded?

I certify that all evidence has been uploaded! ✱

Submit Petition   **Cancel Petition**

File Name	Evidence Type	File Size (bytes)	Upload Date/Time
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.

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.

  <div style="border:1px solid black; padding:1em">

  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]

  </div>

  - 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

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.
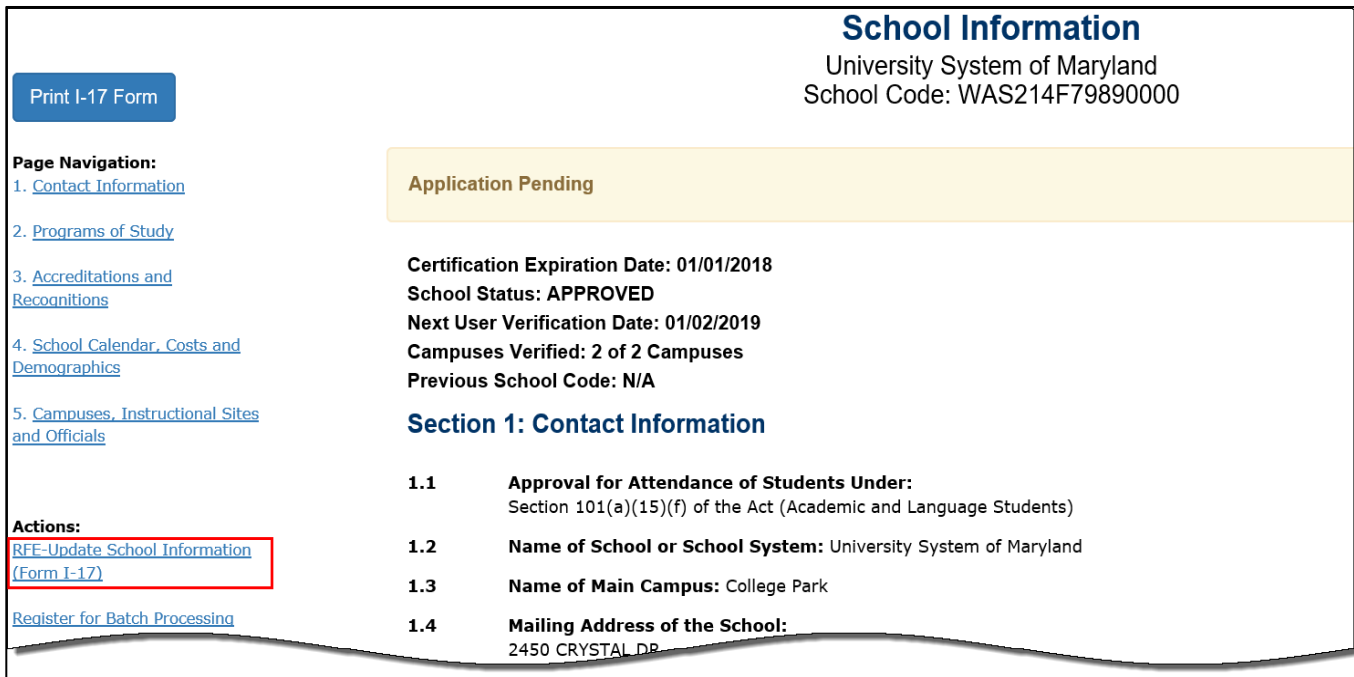
Petition Edits with Requests for Evidence

- 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:

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

Petition Edits with Requests for Evidence

Update School Information (Form I-17)
Contact Information
SEVP School for Advanced SEVIS Studies - BAL214F44444000

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 (❓)

What is the estimated time for completion of the Form I-17? ℹ

Click here for information on required supporting documentation ℹ

Navigation sidebar:
- << 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

1.1 Approval for Attendance of Students Under ✱ ⧖ ❓ — Which classification should I select?
- ☑ 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 ✱ ⧖ ❓ — 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 (⌛)
"i" information icon denotes help about the page (ℹ)
Question Mark denotes information about the field (❓)

Are you ready to submit your petition? Follow the steps below to complete the submission process:

1. Click **View Edits** to verify all information is accurate.
2. 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.**
3. Complete the PDSO Attestation.
4. Enter your SEVIS Password.
5. 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.
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 process.

[View Edits]

7.1   PDSO Attestation ✱ ⌛

☑ This 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 ✱ ⌛
[••••••••••]

[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.

Petition Edits with Requests for Evidence

Upload Evidence: Form I-17
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 (❓)

You can now upload evidence 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 "Yes".

Selecting "Yes" - You are submitting 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 Information page. You have until the request for evidence due date to upload your evidence.

Upload Evidence   How do I know what evidence should be uploaded?

I certify that all evidence has been 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.

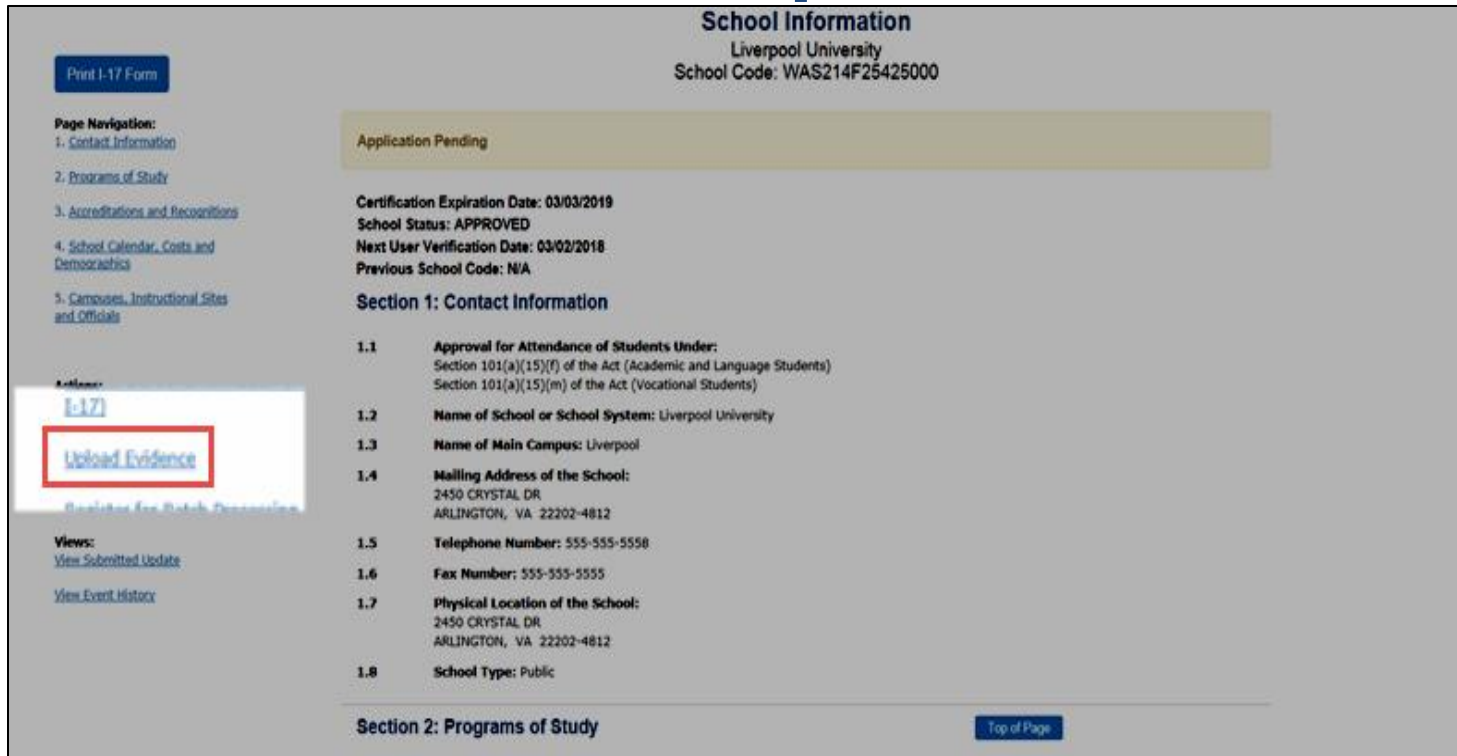# Petition Edits with Requests for Evidence

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.

Only Additional Supporting Files Required

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.

Only Additional Supporting Files Required

Upload Evidence: Form I-17

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 (❓)

You can now upload evidence 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 "Yes".

Selecting "Yes" - You are submitting 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 Information page. You have until the request for evidence due date to upload your evidence.

Upload Evidence

How do I know what evidence should be uploaded?
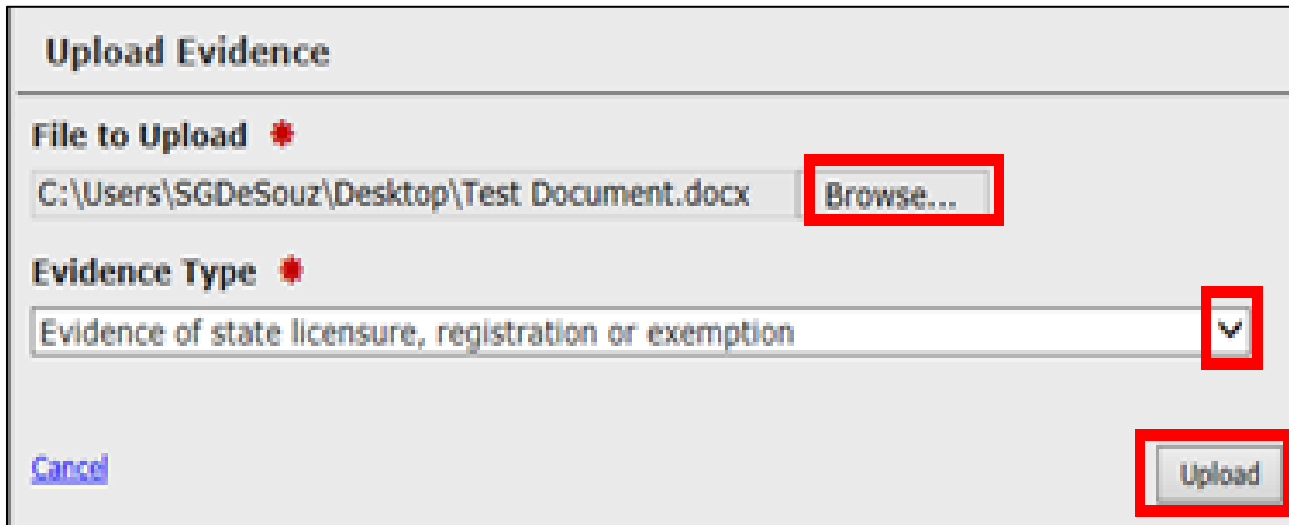
I certify that all evidence has been uploaded! ✱

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.

Only Additional Supporting Files Required

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.

Only Additional Supporting Files Required

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.

Only Additional Supporting Files Required

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.
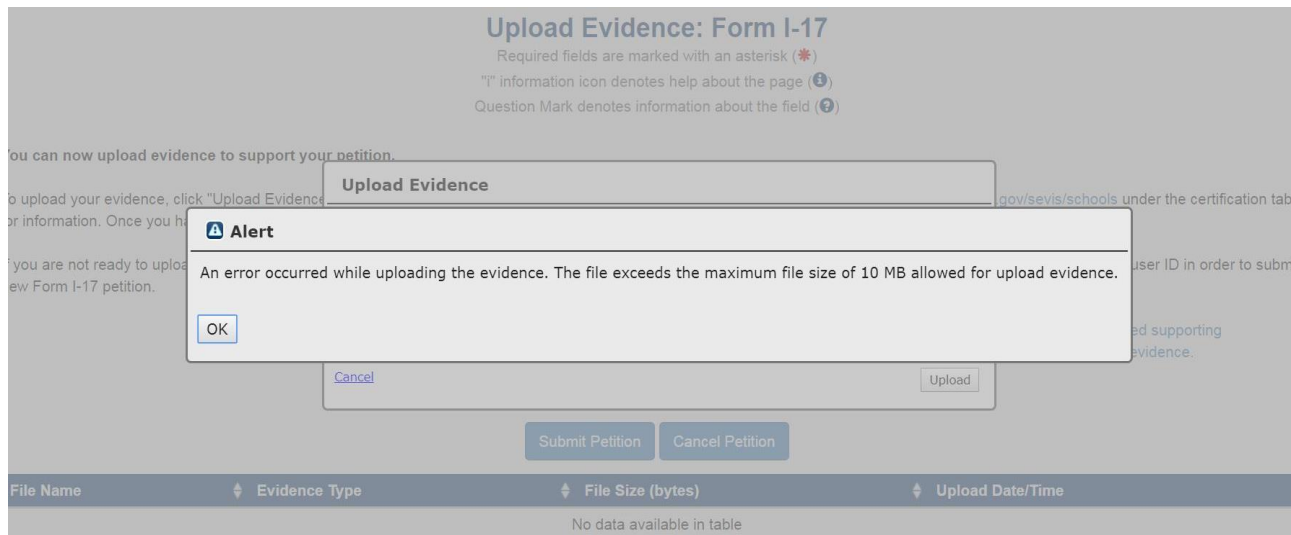
CORRECTION REQUESTS AND FORM I-17

EVIDENCE UPLOAD ERRORS

Evidence Upload Errors

Users may encounter errors when attempting to upload files:

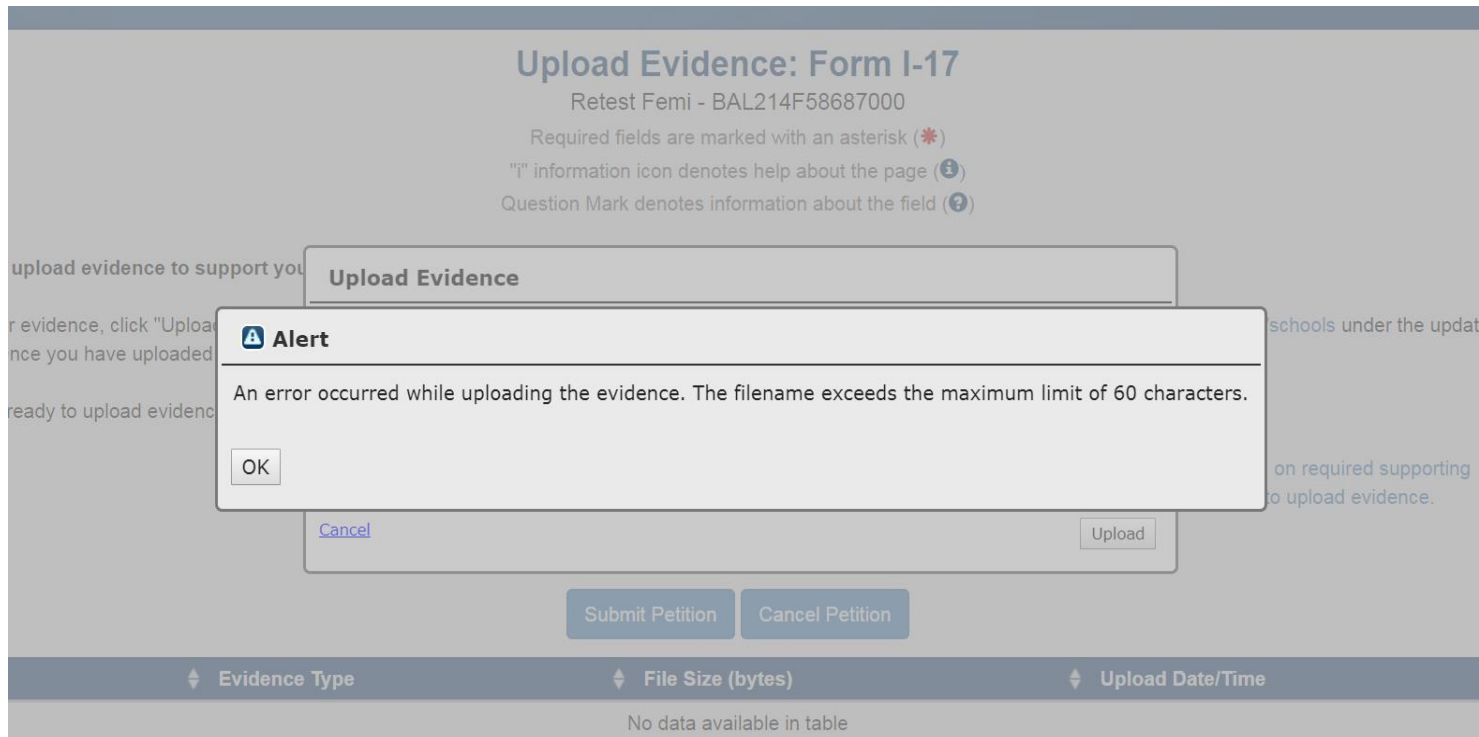- **File size too large:** File size exceeded the required limit of 10MB.

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

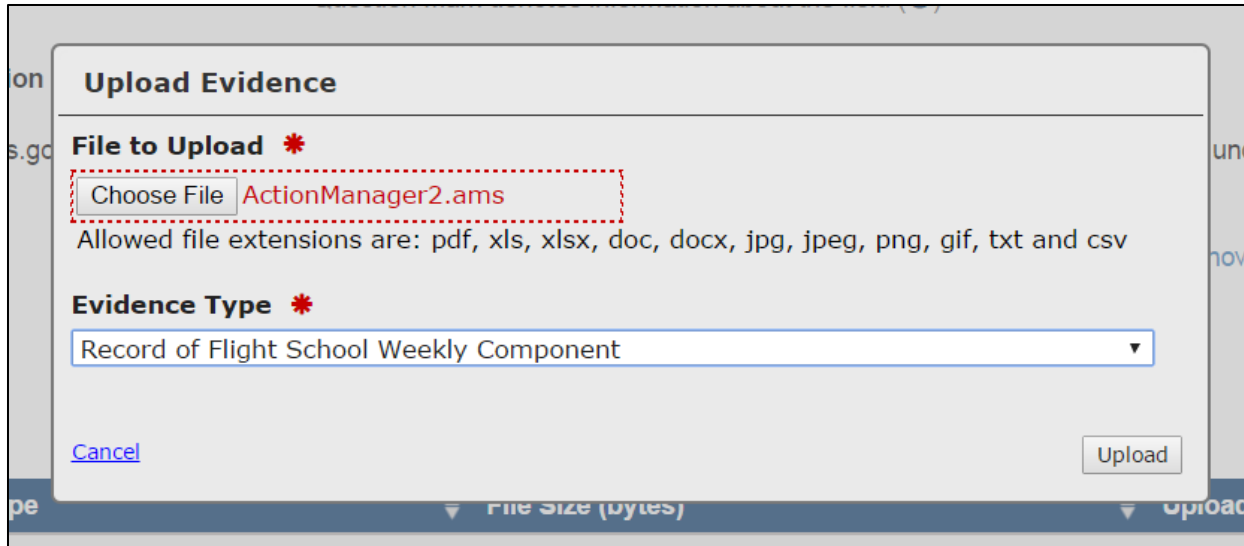- **File name too long:** File names are limited to 60 characters.

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

Evidence Upload Errors

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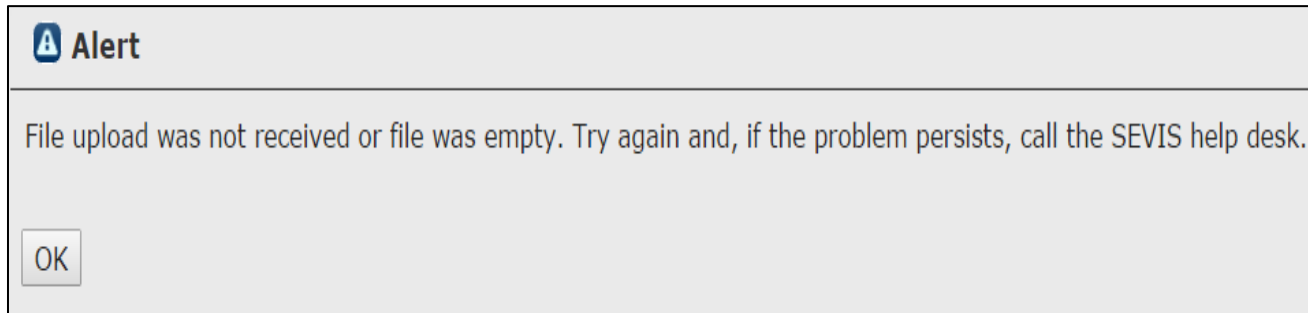

PDSO ACTION: Save the file to an allowed file extension and try to upload again.

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

Evidence Upload Errors

- **"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.
>
> [OK]

PDSO ACTIONS:

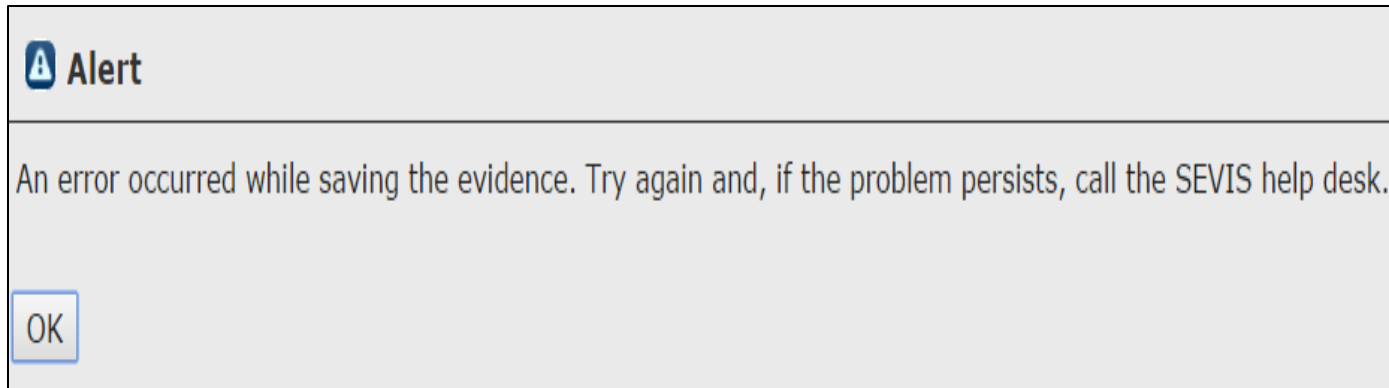- If you encounter this error, try again, perhaps using another internet browser. (The optimal browser for SEVIS is Internet Explorer).
- If the error persists:
  - For Form I-17 evidence, submit your petition without evidence.
  - For both Form I-17 and correction requests evidence, contact the SEVP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

Evidence Upload Errors

- **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.

Evidence Upload Errors

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

> **⚠ Alert**
>
> Your document appears to contain malware. Check the document and try again.
>
> OK
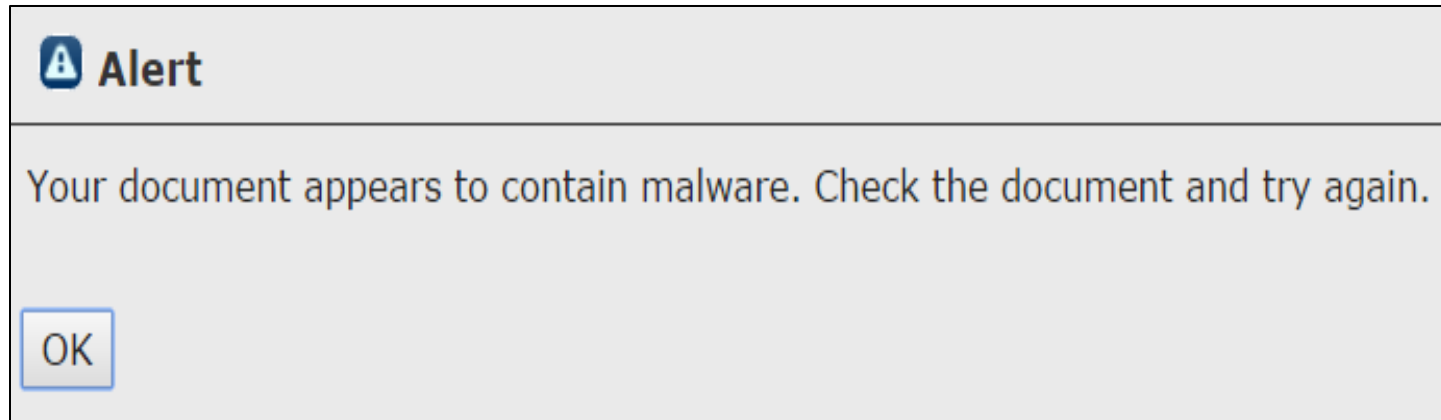
PDSO ACTION: If you encounter this error, run a virus scan of the file and try uploading again.

RESOURCES

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-help-hub/learn-more/webinars/42155

- SEVIS Correction Requests Overview

  – https://studyinthestates.dhs.gov/sevis-help-hub/student-records/corrections-and-correction-requests/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-help-hub/learn-more/sevis-enhancements

- SEVIS Webinars page
  - https://studyinthestates.dhs.gov/sevis-help-hub/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