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## Form I-17 Petition Update Overview

All Designated School Officials (DSOs) are responsible for ensuring that information on their institution’s Form I-17, “Petition for Approval of School for Attendance by Nonimmigrant Students” is current and up to date. When information on the petition does not reflect the current operating status, the PDSO at the main location must file a petition update. (A DSO may make the changes and save the draft but only the PDSO at the main location can submit the changes to SEVP)

DSOs must keep all Information on the Form I-17 current; however, changes to the following fields will require adjudication by SEVP:

- **Field 1.1:** Approval of attendance of students under
  - **Field 1.2:** Name of school system
  - **Field 1.3:** Name of main campus
  - **Field 1.4:** Mailing address of school
  - **Field 1.5:** Telephone number
  - **Field 1.6:** Fax Number
  - **Field 1.7:** Physical location of school
  - **Field 1.8:** School type
    - If private, **Field 1.9:** Private School Owner
- **Field 2.1:** This school is engaged in
- **Field 2.2:** Areas of Study
- **Field 2.3:** Degrees available from this school
- **Field 2.4:** Courses of Study and Time to complete each
- **Field 3.2:** Department of Education Recognized Accrediting Agencies
- **Field 3.3:** SEVP Identified Accrediting Agencies
- **Field 3.4:** State Recognitions
- **Field 3.6:** FAA Certification
- **Field 4.4:** Average Annual Number of Classes
- **Field 4.5:** Average Annual Number of Students



- **Field 4.6:** Average Annual Number of Teachers or Instructors
- **Field 4.7:** Average Annual Number of non-teaching employees
- **Page 5:** Add instructional sites
- **Page 6:** P/DSO additions and edits



For information about other petition updates, see the [SEVIS Help Hub](#) for the following articles:

- Update Form I-17: Contact Information
- Update Form I-17: Programs of Study
- Update Form I-17: Accreditations and Recognitions
- Update Form I-17: School Calendar ,Cost, and Demographics
- Update Form I-17: Manage Instructional Sites
- Update Form I-17: Manage School Officials

## Important Points

- Form I-17 Update processing times vary depending on the type of update submitted. SEVP operates on a 12-month basis. Thus, PDSOs should plan Form I-17 updates accordingly, as they may receive an RFE during the summer months.
- It is important to ensure that school official email addresses are accurate in SEVIS, and



You can find information about the evidence required at the time of filing [here](#) on [www.ice.gov/sevis/schools](http://www.ice.gov/sevis/schools).

that messages from SEVIS/SEVP are not sent to spam folders.

- School officials must submit the evidence required for filing at the same time they submit their updates in SEVIS. If a school fails to submit evidence at the same time it submits the update in SEVIS, SEVP may cancel the request and ask that the school resubmit the request with the required evidence. Schools must email evidence to [update.sevis@ice.dhs.gov](mailto:update.sevis@ice.dhs.gov).
- Unless specifically requested by SEVP, please submit updates and supporting documentation electronically. Submission of Forms I-17 or supporting documentation by other than specified electronic means delay adjudication and complicate recordkeeping.
- Petition updates will not affect a school's Recertification Certification Expiration Date (CED). Schools that have received the 180-day Recertification Notice while an I-17 update is pending should [file for recertification](#) as soon as they receive a decision for the petition update. Schools without pending updates must apply for recertification by their CED or risk withdrawal. If a school submits the recertification petition before the pending update is processed, SEVP will cancel the pending update automatically.



## Process

**School Information**

SEVP School for Advanced SEVIS Studies  
School Code: BAL214F44444000

[Print I-17 Form](#)

**Page Navigation:**

- [1. Contact Information](#)
- [2. Program of Study](#)
- [3. Accreditations and Recognitions](#)
- [4. School Calendar, Costs and Demographics](#)
- [5. Campuses, Instructional Sites and Officials](#)

**Actions:**

- [Update School Information \(Form I-17\)](#)

**Views:**

- [View Event History](#)

**Certification Expiration Date:** 04/03/2017  
**School Status:** APPROVED  
**Next User Verification Date:** 09/04/2016  
**Previous School Code:** N/A

**Section 1: Contact Information**

- 1.1 Approval for Attendance of Students Under:**  
Section 101(a)(15)(f) of the Act (Academic and Language Students)
- 1.2 Name of School or School System:** SEVP School for Advanced SEVIS Studies
- 1.3 Name of Main Campus:** SEVP School for Advanced SEVIS studies
- 1.4 Mailing Address of the School:**  
126 N WAYNE ST  
ARLINGTON, VA 22201-1516
- 1.5 Telephone Number:** 555-555-5555
- 1.6 Fax Number:** 555-555-5555
- 1.7 Physical Location of the School:**  
126 N WAYNE ST  
ARLINGTON, VA 22201-1516
- 1.8 School Type:** Public

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

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

Contact Information  
The Institute - WAS214F01119000

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

[<< 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** \* ⌚  
 Section 101(a)(15)(f) of the Act (academic and language students)  
 Section 101(a)(15)(m) of the Act (vocational students)
- 1.2 Name of School or School System** \* ⌚
- 1.3 Name of Main Campus** \* ⌚
- 1.4 Mailing Address of the School** \* ⌚

- At the left of the page, there is a navigation bar. Go to the Form I-17 page that you want to edit, by clicking the appropriate link. Below are links to more information about specific petition updates.



## Submit

- Once you make all the desired changes, click **Submit** from the left navigation pane. The *Submit* page opens. On the *Submit* page, you can review the changes you made to the petition by clicking **View Changes**. A window opens that displays your changes.
- After reviewing your changes, the PDSO must submit an attestation by clicking the checkbox. To sign the petition update, the PDSO must enter their SEVIS password, and click **Submit**.

**Note:** DSOs may update the information on the petition, and save changes as a draft, however, only the PDSO at the main location can submit the petition update in SEVIS.

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

**Requested Changes**

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

**7.1 PDSO Attestation** \* ⌚

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

I attest that:

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

**7.2 SEVIS Password** \* ⌚

- After you submit an update, the petition is locked, and users at your institution will not be able to edit it. SEVP adjudicators review updates in the order in which SEVP receives them.



Email [FormI17SupportingEvidence@ice.dhs.gov](mailto:FormI17SupportingEvidence@ice.dhs.gov) if your institution's petition is locked, and you need to make a P/DSO update. Refer to [Study in the States](#) for more information about the kind of information to include in the email. Once SEVP receives the request, a federal adjudicator will help incorporate any necessary changes to the Form I-17.

- School officials must email the evidence required for adjudication to [update.sevis@ice.dhs.gov](mailto:update.sevis@ice.dhs.gov) at the same time they submit their updates in SEVIS.



7. The [evidence a school needs to provide](#) to SEVP depends on accreditation status and the type of programs offered by the school. If a school fails to submit evidence at the same time it submits the update in SEVIS, SEVP may cancel the request and ask that the school resubmit the request with the required evidence.
8. SEVP may ask your school to provide additional evidence for adjudication through a *Request for Evidence (RFE)*. A specific due date will be included in all RFEs. Institutions should note this date to ensure you provide all evidence by the due date. SEVP may deny any petition updates for institutions who fail to provide supporting documentation in a timely manner. Failure to provide evidence that establishes the school still operates under the required regulatory bona fides may result in a withdrawal of the school's certification.
9. SEVP will use SEVIS for all communications including sending RFES, Notices or adjudication decisions to the school. Therefore, all email addresses in SEVIS must be current.

## Regulations

School officials must be familiar with the federal regulations and policies that govern schools that sponsor international students for F-1 or M-1 status. These regulations detail the school's:

- Responsibilities for managing their programs.
- legal reporting requirements.



[Title 8 Code of Federal Regulations \(CFR\) 214.3](#)  
[Title 8 Code of Federal Regulations \(CFR\) 214.2\(f\)](#)  
[Title 8 Code of Federal Regulations \(CFR\) 214.2\(m\)](#)

8 CFR 214.3(g) and (h) requires petition updates to be made within 21 days of the change.

## Fees

Edits made to the main location address constituting a true change in physical location will incur a **\$655** fee, and will require a site visit. Edits made to owner information constituting a true change on ownership (control) will incur a **\$1700** fee. Schools must make all payments via [Pay.gov](#).

You will receive an email requesting payment. Please respond to the original request email with confirmation of payment, including:

- Name of Institution
- Institution Code
- Pay.gov Tracking ID
- Reference Location/Ownership Change



## Icon Guide

This guide is a quick-reference for the icons used in this User Guide:

Icon	Definition
	Specific text within a document applies only to F-1 schools or students
	Specific text within a document applies only to M-1 vocational/technical schools or students
	Regulatory or policy resources
	Helpful tools are available

## Document Revision History

Date	Revision Summary
September 30, 2016	Initial Release