Overview

In accordance with 8CFR 214.3(g), school officials must update their institution’s Form I-17 when information on the petition changes or does not reflect the institution’s current operating status. Such changes must be reported within 21 days of the change. This includes changes to information on Page 1 of the Form I-17: Contact Information.

For more information about other petition updates, See the SEVIS Help Hub for the following articles:

- Update Form I-17 Overview
- 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

Process

1. From the Listing of Schools page, select the school you want to edit by opening the drop-down list. The selected school name displays as a hyperlink below the drop-down menu.
2. Click the hyperlinked school name. The *School Information* page opens. The name of the school displays at the top.
3. Click the **Update School Information (Form I-17)** link under **Actions:** on the left-side panel of the **School Information** page. The **Update School Information (Form I-17): Page 1: Contact Information** page opens.
4. The school’s current contact information pre-populates the fields. Update information by doing the following:

- To update 1.1 Approval for Attendance of Students Under, select the classification(s) for the programs of study in which you are petitioning to enroll nonimmigrant students:
  - Section 101(a)(15)(f) of the Act (academic and language students)
  - Section 101(a)(15)(m) of the Act (vocational students)
To update 1.2 Name of School or School System, enter the name of your school.

Enter the full legal name of your school. Ensure that this name is consistent, with the name listed on the school’s state licensing and accreditation information. If your school has a “doing business as” (DBA) name, please include it in this field, preceded by “DBA”.

Entries for Name of School System may be the name of an individual school. However, school systems, have the option of applying for certification as a whole. “School system” describes a system comprised of public high schools (grades 9-12) or private schools, including dioceses, (grades kindergarten-12).

To update 1.3 Name of Main Campus, enter the full name of your main instructional site (previously termed "campus").

For most schools, it is the location of the principal administration offices. Often, the answers for Name of School System and Name of Main Campus are the same.

Officials of school systems should supply the name of the location, such as “district office.”

To update 1.4 Mailing Address of the School, enter the mailing address of your main instructional site. It may include a P.O. Box number.

After a user enters an address in the Address window, SEVIS will check if the address is valid. If the address is valid, the address is added to the form. If the address is invalid, SEVIS may suggest an address.
To update **1.5 Telephone Number**, enter the school’s main telephone number.

To update **1.6 Fax Number**, enter or update the school’s main fax number.

To update **1.7 Physical Location of the School (No P.O. Boxes)**, unless you are filing as a school system, this must be the physical location of your school’s main instructional site.

If the update is for a public school system, enter the address of the district office. The update of the petition for a private kindergarten-12 system with record keeping centralized at a main office or school should list that in this field.

After a user enters an address in the Address window, SEVIS will check if the address is valid. If the address is valid, the address is added to the petition. If the address is invalid, SEVIS may suggest an alternate address.

To update **1.8 School Type**, Select your type of school. This refers to the general nature of school ownership (i.e., public or private).

If your school is privately owned, you must state the name and address of the owner of the school.
• To update **1.9 Private School Owner**, state the name of the owner of the school.

If a board of trustees/directors operates your school, enter that information in this field. Only list the name of the school president if that person is also the owner. If your school is incorporated, list the corporation name and the governing body.

• To update **1.10 Private School Owner**, enter the mailing address of the owner of the school.

After a user enters an address in the Address window, SEVIS will check if the address is valid. If the address is valid, the address is added to the petition. If the address is invalid, SEVIS may suggest an alternate address.

5. Once all required revisions to the Form I-17 are completed, use the buttons at the bottom of the page:
• Click **Save Draft**: Saves all changes made to the Form I-17 in draft without submitting changes.
• Click **Print Draft**: Prints out a new Form I-17 without submitting changes.
• Click **Previous**: Returns the user to **Page 3: Accreditations and Recognitions** without submitting changes.
• Click **Next**: Brings the user to **Page 2: Programs of Study** without submitting changes.
• Click **Cancel**: Cancels all changes made to the Form I-17 without saving changes and restores previous saved values.

6. Click **Submit** under **Page 6: School Officials** in the top left corner of the page to submit all changes made to **Page 1: Contact Information**.
Icon Guide

See the SEVIS Help Icons on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision Summary</th>
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<tbody>
<tr>
<td>September 30, 2016</td>
<td>Initial Release</td>
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