Overview

In accordance with 8CFR 214.3(g), school Officials must update their institution’s Form I-17 when information on the petition changes or does not reflect the institution’s current operating status. Such changes must be reported within 21 days of the change. This includes changes to information on Page 5 of the Form I-17: Campuses and Instructional Sites.

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

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

For information on other Form I-17 Petition Updates, see the SEVIS Help Hub for the following articles:

- Update Form I-17 Overview
- Form I-17: Update Contact Information
- Form I-17: Update Programs of Study
- Form I-17: Campuses and Instructional Sites
- Form I-17: Update School Officials

In accordance with SEVP Policy Guidance for Adjudicators1003-03: Reporting Instructional Sites, SEVP considers all campuses, instructional sites. However, until further notice, SEVIS will reference both campuses and instructional sites.
Process: Update Campuses and Instructional Sites
You must enter all instructional sites you want to include in this petition. List only locations where international students will attend.

Review the following regulations and policy guidance:

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

The following resources provide detailed guidance on instructional sites:

- Form I-17 Frequently Asked Questions
- Schools and Programs; Petition Updates

1. From the School Information page, click Update School Information (Form I-17). Page 1: Contact Information opens.
2. At the left of the page, there is a navigation bar. Click the Page 5: Campuses and Instructional Sites link to go to that page. SEVIS will display the names and addresses of all instructional sites currently listed on the Form I-17.

Add Instructional Site (Campus)

1. Click Add Campus to add additional instructional sites. The Add/Update Campus modal opens.
2. Enter information about the instructional site:

- **Campus Name**: Enter the name of the site.
  - Do not enter the exact same name for each of your instructional sites. This causes problems for lists and reports in SEVIS. If your instructional sites share the same name, such as XYZ University, modify their names to make them unique. Example: XYX University – Arlington, XYZ University 5th Avenue, XYZ University – Evansville.

- **Mailing Address**: Enter the mailing address for your main instructional site. This may include a P.O. box number.
  - SEVIS will validate the address entered. Review the SEVIS Address Guide for information on SEVIS address standards.

- **Physical Address**: Enter the physical address of the instructional site. Click the checkbox of the physical address is the same as the mailing address.

- **Telephone Number**: Enter the telephone number for the site.

- **Fax Number**: Enter the fax number of the site.

3. Click either **Cancel** or **Submit**.
• **Cancel** returns you to the *Campus and Instructional Sites* page without making any changes.

• **Submit** adds the instructional site to the petition, but does not submit the petition.

4. Click one of the following:
   - **Save Draft** saves the changes you made to the Form I-17.
   - **Print Draft** prints a draft of the Form I-17.
   - **Previous** saves your changes and takes you to the *Calendar, costs, and Demographics* page.
   - **Next** saves your changes and takes you to the *School Officials* page.
   - **Cancel** deletes the entire petition and returns you to the *School Contact* page. You must confirm the action before SEVIS deletes your data.
1. To remove an instructional site from your Form I-17 petition, click **Delete** next to the instructional site you want to remove. A confirmation message opens.

2. Click **Yes** to remove the instructional site from your petition.
3. Click **Submit** on the left menu to go to the submission page.

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

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**Edit Instructional Site**

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**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 field

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.

**View Changes**

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

![Add/Update Campus Modal](image)

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

   ![Warning]
   Do not enter the exact same name for each of your instructional sites. This causes problems for lists and reports in SEVIS. If your instructional sites share the same name, such as XYZ University, modify their names to make them unique. Example: XYX University – Arlington, XYZ University 5th Avenue, XYZ University – Evansville.
• **Mailing Address:** Enter the mailing address for your main instructional site. This may include a P.O. box number.

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

• **Physical Address:** Enter the physical address of the instructional site. Click the checkbox if the physical address is the same as the mailing address.

• **Telephone Number:** Enter the telephone number for the site.

• **Fax Number:** Enter the fax number of the site.

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

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

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

**Icon Guide**

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