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 4 of the Form I-17: School Calendar, Costs, and Demographics.

For information on other 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
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.

### School Information

**SEVP School for Advanced SEVIS Studies**  
**School Code:** BAL214F44444000

- **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. **Approval for Attendance of Students Under:**  
   Section 101(a)(15)(f) of the Act (Academic and Language Students)

2. **Name of School or School System:** SEVP School for Advanced SEVIS Studies

3. **Name of Main Campus:** SEVP School for Advanced SEVIS studies

4. **Mailing Address of the School:**  
   126 N WAYNE ST  
   ARLINGTON, VA  22201-1516

5. **Telephone Number:** 555-555-5555

6. **Fax Number:** 555-555-5555

7. **Physical Location of the School:**  
   126 N WAYNE ST  
   ARLINGTON, VA  22201-1516

8. **School Type:** Public
3. Click the **Update School Information (Form I-17)** link on top-left of the school information page. The *Update School Information (Form I-17: Contact Information)* page opens.

4. Navigate to **Page 4: School Calendar, Costs, and Demographics** using link on top left of the *Update School Information (Form I-17)* page. The *Update School Information (Form I-17)* **School Calendar, Costs, and Demographics** page opens.
5. The school’s existing calendar, costs, and demographics information pre-populates the fields. Update information by doing the following:

- To update 4.1 **This school’s sessions are based on**, choose the option that best describes how your academic year is organized:
  - Semesters
  - Trimesters
  - Quarters
  - Other
  Specify what your school’s sessions are based on if **Other** is selected.
    - If the school has more than 20 sessions to report in Field 4.2, explain this in the text box in field 4.1.
    - If your school measures participation by clock hours, specify this here.
  - If you are changing this information due to a change in an approved program of study make sure to also indicate under section 2: Programs of Study
To update 4.2 **Date Registration begins for EACH session during a calendar year**, enter the Month and day each session begins.

- Click the drop arrow to the right of **Session 01**: and choose the month your first session begins.
- Use the drop arrow under **Session 01**: to select date.

- Repeat for all sessions your school offers annually.

- To update 4.3 **Sessions are held**, select the check box for **Day** or **Night**. Both may be selected, if needed.

- To update 4.4 **Average Annual Number of Classes**:  
  - Click in the text box and enter the average number of classes offered annually by your school. 
  - The number entered should represent the entire school, not just those related to the expected F and/or M student population. 
  - Changes made to this field require review and approval by DHS.
To update **4.5 Average Annual Number of Students:**
- Click in the text box and enter the average number of students attending your school annually.
- The number entered should represent all students attending the entire school, not just the expected F and/or M student population.
- Changes made to this field require review and approval by DHS.

To update **4.6 Average Annual Number of Teachers or Instructors:**
- Click in the text box and enter the average number of teachers or instructors employed at your school annually.
- The number entered should represent the entire school, not just those teaching the expected F and/or M student population.
- Changes made to this field require review and approval by DHS.

To update **4.7 Average Annual Number of Non-Teaching Employees:**
- Click in the text box and enter the average number of non-teaching workers employed at your school annually.
- The number entered should represent the entire school, not just those working with the expected F and/or M student population.
- Changes made to this field require review and approval by DHS.

To update **4.8 Approximate annual cost of room, board, tuition, etc. per student:**
- Click in the text box and enter the total approximate annual cost an F or M student can expect to pay while attending your school.
- Public Schools should enter the per capita cost of public education in your area.
- Round costs up to the nearest dollar.

To update **4.9 Requirements for Admission:**
- This field should include requirements for admission into the programs of study listed on **Page 2: Programs of Study.** Do not list requirements for programs not listed on **Page 2: Programs of Study.**
6. Once all required updates 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 5: Campuses and Instructional Sites without submitting changes.
- Click **Cancel**: Cancels all changes made to the Form I-17 without saving changes and restores previous, saved values.
7. Click **Submit** under **Page 6: School Officials** in the top left corner of the page to submit all changes made to Page 4: *School Calendar, Costs, and Demographics*.

**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>9/30/2016</td>
<td>Initial Release</td>
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