



U.S. Immigration
and Customs
Enforcement

- Welcome to today's SEVP Ask the Experts Webinar
- The webinar will begin promptly at 2 p.m. EDT
- Audio will stream through your computer speakers
- Please take a moment to answer the poll questions on your screen

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

SEVP Ask the Experts Webinar

Behind the Scenes of Form I-17 Updates | July 27, 2017, 2 p.m. EDT



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and Customs
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SEVP Ask the Experts Webinar

Behind the Scenes of Form I-17 Updates | July 27, 2017, 2 p.m. EDT

Housekeeping Notes

- **Download items in the Webinar Resources pod**
 - Hyperlink appendix
 - Presentation PDF
 - Glossary
- **Have questions about the Form I-17 update process?**
 - Submit questions throughout the webinar using the Questions for SEVP and Technical Difficulties pod
- **Experiencing technical difficulties?**
 - Provide a description of the issue through the Questions for SEVP and Technical Difficulties pod
- **Webinar recording and resources available after event**

Presentation Overview

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HELPFUL RESOURCES

Provide feedback on this presentation at

StudyintheStates.dhs.gov/Survey

Today's Presenters

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Moderator

Ask the Audience



Working with the
Form I-17

Do you work with the Form I-17 as a
regular part of your job?

Select yes or no

FORM I-17 OVERVIEW

What is the Form I-17?

- Petition for Approval of School for Attendance by Nonimmigrant Student
- Necessary for SEVP certification to enroll nonimmigrant students
- Reflects school's current operating status
 - Locations and contact information
 - Courses of study offered
 - Accreditation
 - International student population
 - PDSO and DSO information

Form I-17 Life Cycle

- **Form I-17 will periodically go through reviews and changes**
 - Petition updates
 - Recertification
 - Out-of-cycle reviews
- **26 fields require adjudication on the Form I-17**
- **Federal regulation requires PDSOs to report changes to information on the Form I-17 within 21 days**

View a complete list of all fields requiring adjudication under the Petition Updates tab at [ICE.gov/SEVIS/Schools](https://ice.dhs.gov/SEVIS/Schools)

Pre-submitted Question



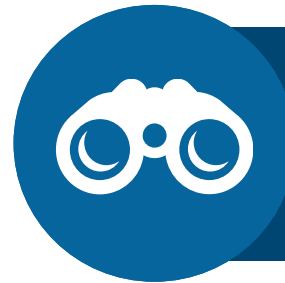
Fields on the Form I-17

Are DSOs expected to provide specific admission requirements for all programs or just general policies on the Form I-17?

Are DSOs required to update the Form I-17 as these specific admissions requirements change?

Form I-17 Updates and Recertification

- **Form I-17 updates are not the same as recertification**
 - Two separate processes
 - Updates occur when a school's information changes
 - Recertification occurs every two years



TIPS FOR DSOs:

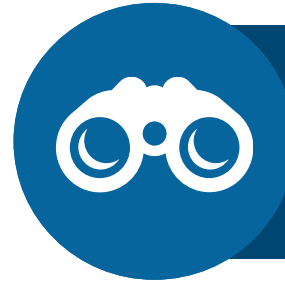
Do not wait until recertification to make updates to the Form I-17

- **Form I-17 updates do not affect a school's certification expiration date or the recertification process**
 - Schools cannot file for recertification with pending updates

FORM I-17 UPDATE PROCESS

Editing the Petition in SEVIS

- Federal regulation requires PDSOs to update the Form I-17 within 21 days of any material change
- Upon a change, the PDSO must:
 - Log into SEVIS
 - Make the appropriate edits
 - Click submit
- Form I-17 locked until SEVP adjudicates the update



TIPS FOR DSOs:

Review the Form I-17 on a regular basis to ensure it is up to date

Evidence Gathering and Submission

- PDSOs must submit all evidence required for adjudication electronically at the time of filing in SEVIS
 - Future SEVIS release will allow PDSOs to upload and submit evidence directly through SEVIS
- Evidence varies depending on school's accreditation status and section on the Form I-17
- Failure to submit all required evidence will result in SEVP canceling the request

Evidence requirements and filing instructions located under the Petition Updates tab at [ICE.gov/SEVIS/Schools](https://ice.dhs.gov/SEVIS/Schools)

Ask the Audience



Evidence
Requirements on
[ICE.gov/SEVP](https://ice.dhs.gov/SEVP)

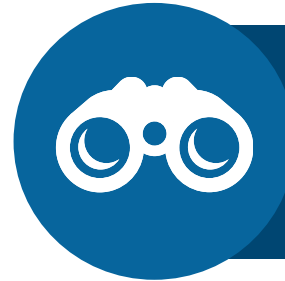
Did you know where to find evidence requirements for Form I-17 updates before this webinar?

Select yes or no

Pending Form I-17 Updates

SEVP Review and Adjudication

- Incoming updates filed into internal SEVP queue for adjudication
- SEVP may request additional evidence for adjudication
 - Sent via a SEVIS-generated email
 - Will include a deadline



TIPS FOR DSOs:

Remember the deadline on a request for evidence from SEVP

Pre-submitted Question



Pending
Form I-17
Updates

I made an error when submitting my update. How do I cancel my pending update request?

Pending Form I-17 Updates

School Operations

- Form I-17 updates generally do not affect a school's operations under their current SEVP-certified petition
- Following updates require approval before a school can enroll nonimmigrant students:
 - New programs of study
 - New instructional site

Pre-submitted Question



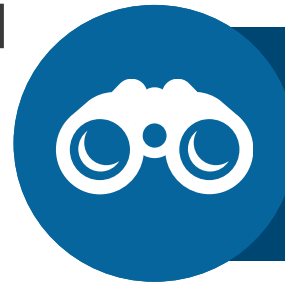
Pending Form I-17 Updates

I have a pending update to add a new program of study and new instructional site to my school's Form I-17:

- Can we offer this program while waiting for SEVP to adjudicate the update?
- Can we offer classes at the new instructional site prior to SEVP approval?

Notification of Decision

- SEVP federal adjudicators approve, deny or withdraw a school based on their review
- Notification of approval or denial sent via SEVIS-generated email
- Notice of Intent to Withdraw sent via SEVP email
 - Outlines noncompliance, time frame and way school can respond



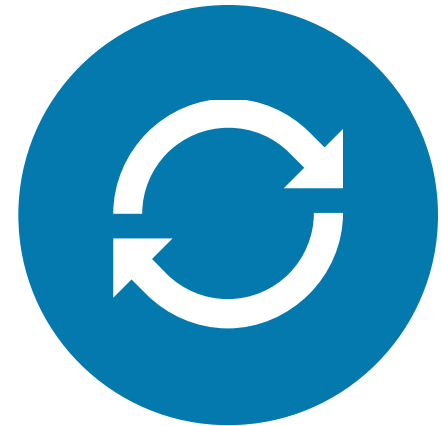
TIPS FOR DSOs:

Ensure an accurate email address in SEVIS

Update Processing Times

All Form I-17 Updates

- Updates processed in the order in which they are received
 - First-in, first-out processing system
- Processing times depend on complexity and type of update
 - Majority of pending updates have four to six different fields that require adjudication
- Processing time for all Form I-17 updates
 - Varies from month to month
 - On average, 90 business days



Average Processing Times

PDSO and DSO Updates

- **10 business day turnaround time for standalone updates**
 - Complete submissions filed with all supporting evidence
- **Eliminated PDSO and DSO updates backlog in 2016**
 - Updates considered a priority for SEVP adjudicators
- **Resources**
 - SEVP Fact Sheet 8.1: Designated School Official Submissions

SPECIAL CONSIDERATIONS

Adding New Programs of Study

- SEVP must approve new programs of study prior to enrollment of F or M students
- Adding programs of study requires information on:
 - Types of education the school offers
 - Areas of study
 - Degrees available
 - Time needed to complete the program of study
- Evidence requirements dependent on school type
 - View requirements at [ICE.gov/SEVIS/Schools](https://ice.dhs.gov/SEVIS/Schools)

Pathway Programs

- **SEVP policy guidance S7.2 Pathway Programs for Reasons of English Proficiency published in October 2016**
 - Focuses on English language training components
 - Schools must comply with guidance standards by Oct. 28, 2017
- **Fact sheet with information for DSOs**
 - Input pathway program information into the Form I-17
- **Form I-17 updates to add a pathway program treated like any other petition update**

Pre-submitted Question



**Evidence
Requirements for
Pathway Programs**

What are the specific state licensure requirements that DSOs should submit for a pathway program?

CHANGES TO RECERTIFICATION

Certification Expiration Date Changes

- Schools will have a permanent certification expiration date listed in SEVIS
 - Introduced as part of SEVIS Release 6.35 on July 21, 2017
- Schools can only apply for recertification upon receipt of 180-day recertification notice



Recertification Application Changes

- DSOs can edit now the Form I-17 as part of the recertification application process
- Schools must determine when to file a recertification application with edits or when to file it as a Form I-17 update

For more information on new features introduced with SEVIS Release 6.35, visit the SEVIS Help Hub on Study in the States at StudyintheStates.dhs.gov/SEVIS-Help-Hub

Recertification Application Changes

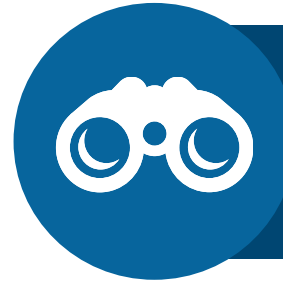
- **Types of edits not allowed when filing for recertification:**
 - Change in ownership
 - Change of main campus location
- **SEVP will cancel recertification applications submitted with these changes**
 - PDSO required to file change as a Form I-17 update

HELPFUL RESOURCES

Petition Updates

ICE.gov/SEVIS/Schools

- **Information on Form I-17 update process**
 - List of fields requiring adjudication
 - How to submit an update
 - Fees associated with updating the Form I-17
- **Evidence requirements**
- **Updating school officials**
 - Fact sheet
- **How to voluntarily withdraw**



TIPS FOR DSOs:

Bookmark this page to easily access evidence requirements

SEVIS Help Hub

Form I-17 Update Resources

Instructions for filing a petition update

Learn how to add or remove degree programs

Update school calendar, tuition, fees and demographics

U.S. Department of Homeland Security

STUDY in the STATES

[View Disclaimer](#)

Select Language

BACK TO STUDY IN THE STATES

SEVIS Help Hub Homepage \ School Records \ School Certification \ Form I-17 Petition Update

FORM I-17 PETITION UPDATE

Last updated 28-JUN-2017

<p>Update Overview</p> <p>In this section, the content outlines information for Designated school officials (DSOs) since they are responsible for ensuring that information on their institution's Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Students, is up-to-date. When information on the petition does not reflect the current operating status, the principal designated school official (PDSO) at the main location must file a petition update.</p>	<p>Update Contact Info</p> <p>In this section, updating contact information on the form I-17 is outlined.</p>
<p>Add-Remove Program Degrees</p> <p>In this section, learn how to use the degrees selection tool (widget) on the Form I-17.</p>	<p>Update Programs of Study</p> <p>In this section, The <i>Programs of Study</i> page collects information about the programs of study your school offers international students. You should not include any programs of study you will not offer to nonimmigrant students.</p>
<p>Update Calendar Cost Demographics</p> <p>In this section, learn how to update information about school calendar, tuition, fees and demographics on the Form I-17.</p>	<p>School Accreditations and Recognitions</p> <p>SEVP-certified schools must list and proactively update any accreditations they hold in SEVIS. In this section, learn how to enter and update your school's accreditations and recognitions on the Form I-17.</p>
	<p>View and Print Pending Petitions</p> <p>Designated school officials (DSOs) must update their institution's Form I-17 when information on the petition changes or does not reflect the institution's current operating status. In this section, DSOs learn how to view these pending changes to the school's Form I-17 and print a copy of the form.</p>

Update school contact information

Review the Programs of Study page on the Form I-17

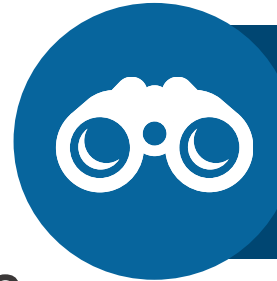
Enter school accreditations and recognitions

View and print pending petitions

Save the Date

SEVP InFocus Webinar

- Aug. 30, 2017, from 2 to 3 p.m. EDT
- Hear the latest program news and updates for DSOs
 - SEVIS enhancements
 - Field representative updates
 - New Study in the States resources
- Webinar recording and resources available on Study in the States after the event



Learn more on the Study in the States Stakeholder Webinars page

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KEY NEWS AND CONTENT

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Publications

SEVP Spotlight

SEVP Outreach Bulletin



ENGAGE THROUGH CONFERENCES

Fill out the SEVP Event
Request Form at

StudyintheStates.dhs.gov/Conferences



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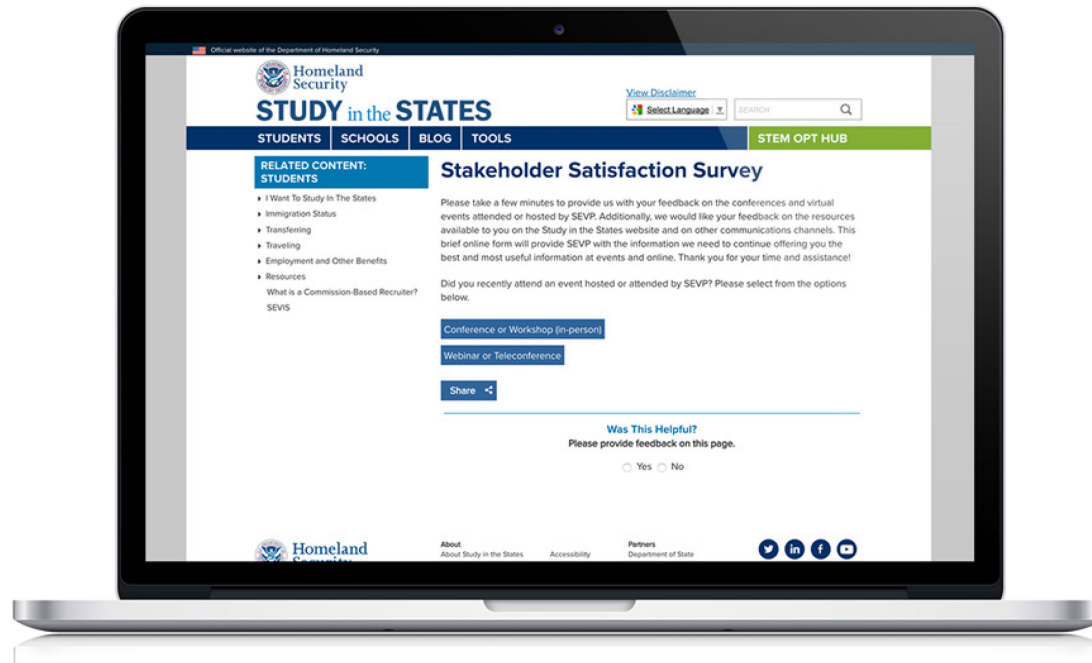
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Linkedin.com/Company/Student-and-Exchange-Visitor-Program

SEVP Values Your Feedback

- Provide feedback on this conference presentation
- Comments reviewed throughout the year



StudyintheStates.dhs.gov/Survey

SEVP Contact Information



PHONE

703-603-3400

800-892-4829



EMAIL

Case-specific questions

SEVP@ice.dhs.gov

Technical issues

SEVISHelpDesk@ice.dhs.gov

Monday through Friday, 8 a.m. to 6 p.m. ET, except holidays

Additional contact information at StudyintheStates.dhs.gov/Contact-Us

Contact your local SEVP field representative for questions about SEVP policies, processes and updates

QUESTION AND ANSWER SESSION



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- Thank you for joining today's webinar
- Please direct additional questions to SRC
- A webinar recording will be available on Study in the States shortly
- Please take a moment to complete our feedback polls

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