



U.S. Immigration
and Customs
Enforcement

SEVP

STUDENT AND EXCHANGE VISITOR PROGRAM

SEVIS Form I-17 Webinar
September 9, 2016



**U.S. Immigration
and Customs
Enforcement**

Before we start,

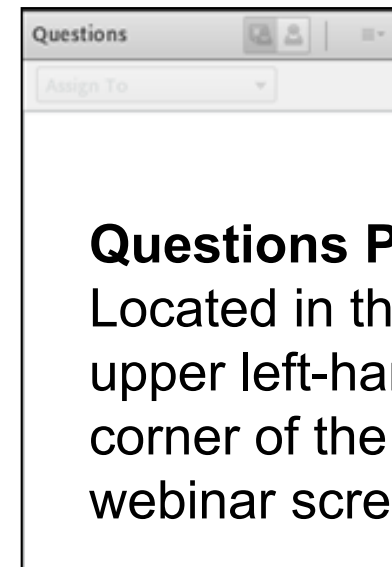
A QUICK ORIENTATION



Communications

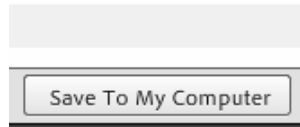
- Use the Questions Pod to let us know if you are having audio or other technical issues
- Type your questions in the Questions Pod as they occur to you

There will be a Q&A session at the end of each topic, where we will answer your questions, but you may submit questions at any time.



Download Pod

Download Pod: Click file name, then Save	
Name	Size
FAQ Accreditations and Recognitions Conversion.pdf	242 KB
Webinar Participant Guide.pdf	139 KB
Slides Pre-Release Webinar SEVIS 6-16.pdf	991 KB
Accreditation Conversion Worksheet.xlsx	56 KB



Download Pod: Located in the lower left corner of the webinar screen.



How to download Webinar information files:

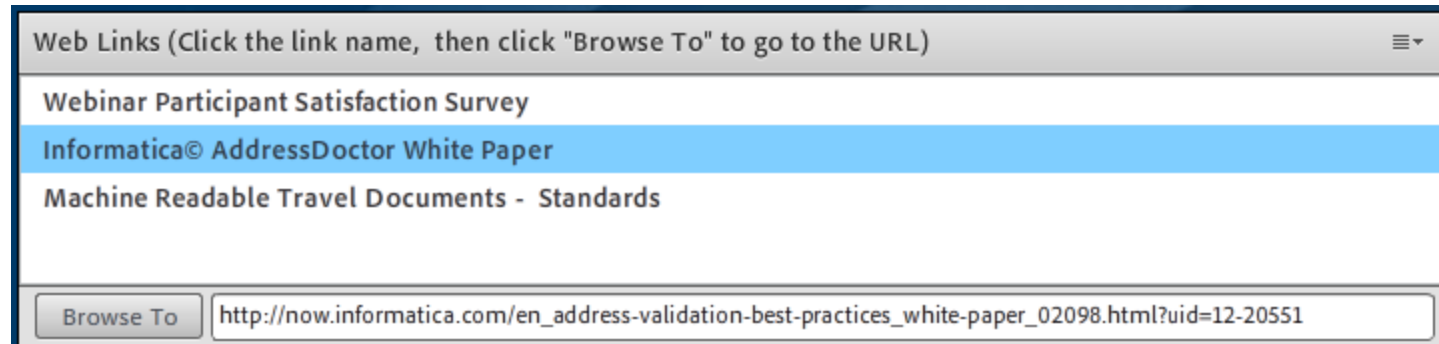
1. Select file
2. Click **Save To My Computer**
3. Click link **Click to Download** (File opens in a new window.)
4. Save the file using your system procedures

Documents Available to Download Today

- SEVIS Form I-17 Webinar Slides
- Release Screen Shots: I-17-related
- Revised Form I-17

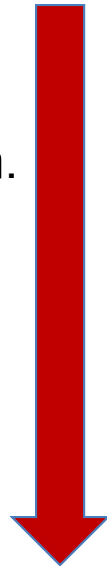
Also look on *Study in the States* for these materials.

Web Links Pod



Web Links Pod:

Located at the bottom of the webinar screen.



How to access web links:

1. Select link – this displays the URL
2. Click **Browse To**- this navigates to the web site

Web Links Available Today

- **Webinar Satisfaction Survey**



**U.S. Immigration
and Customs
Enforcement**

WEBINAR INTRODUCTION

September 9, 2016

Presenters

- **Ann Balough**, Lead, SEVIS Program Development and Management Section and SEVIS Business Project Manager
- **Elisabeth Catterton**, Section Chief, Initial Certifications and Updates, SEVP School Certification Unit
- **Zobaida Karim**, Section Chief, Recertification, SEVP School Certification Unit
- **Jared Allen**, SEVIS Webinar Facilitator

Agenda

- Overview of Release 6.29
- Changes to:
 - School Information page
 - Form I-17 pages and workflow in SEVIS
- Future Webinars and Resources
- Q&A

Webinar Q&A Request

Please limit questions to
functionality discussed during
today's webinar.



SEVIS RELEASE 6.29

OVERVIEW

Release Schedule

- **Date:** Friday, September 30, 2016
- **Time:** 8 PM (ET)
- **Duration:** Currently, SEVP expects the outage to last twenty-four hours (approximately)

Caution: Batch Users – Schools and sponsors that use third-party software to push data to SEVIS must plan their batch uploads carefully.

Improvements to Form I-17 Workflow

- Better organization of data fields
- Validations on certain fields to improve accuracy
- Quicker navigation to specific pages

New Form I-17 Purpose

- Closes national security vulnerability with the new programs of study field changes
- Response to DSOs:
 - Need to input more information within the fields that was limited by characters (for example, Program of Study field)
 - Speed up processing times of updates to the Form I-17
- Allows schools to know:
 - What fields require adjudication
 - What evidence is required prior to submission

New Form I-17 Purpose

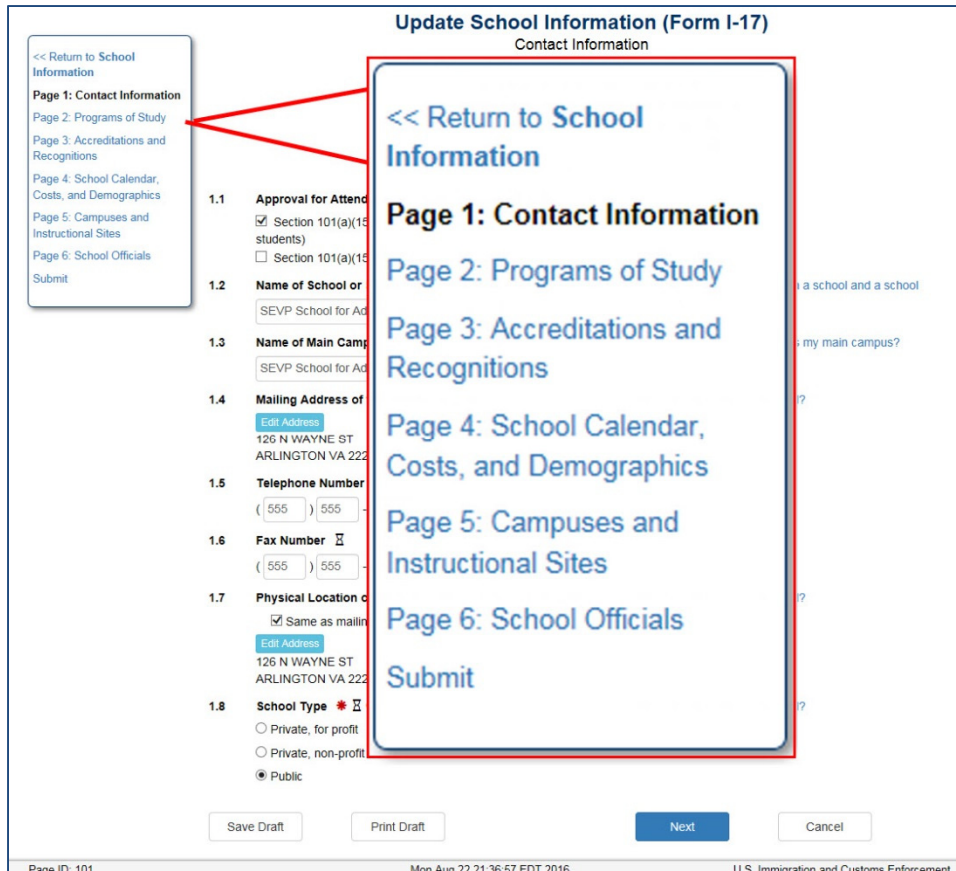
- Form I-17 reformatted to:
 - Make easier to read
 - Provide help text for each field
- Increases efficiency in the adjudication process and reduces processing time by:
 - Preventing updates submitted in error
 - Minimizing re-review of approved programs of study, whenever those fields are edited



UPDATE FORM I-17

CONTACT INFORMATION

Update Form I-17: Navigation Panel



Update School Information (Form I-17)
Contact Information

<< 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
 Section 101(a)(15) students
 Section 101(a)(15) students

1.2 Name of School or Institution
SEVP School for Ad

1.3 Name of Main Campus
SEVP School for Ad

1.4 Mailing Address of School
[Edit Address](#)
126 N WAYNE ST
ARLINGTON VA 222

1.5 Telephone Number
(555) 555

1.6 Fax Number
(555) 555

1.7 Physical Location of School
 Same as mailing address
[Edit Address](#)
126 N WAYNE ST
ARLINGTON VA 222

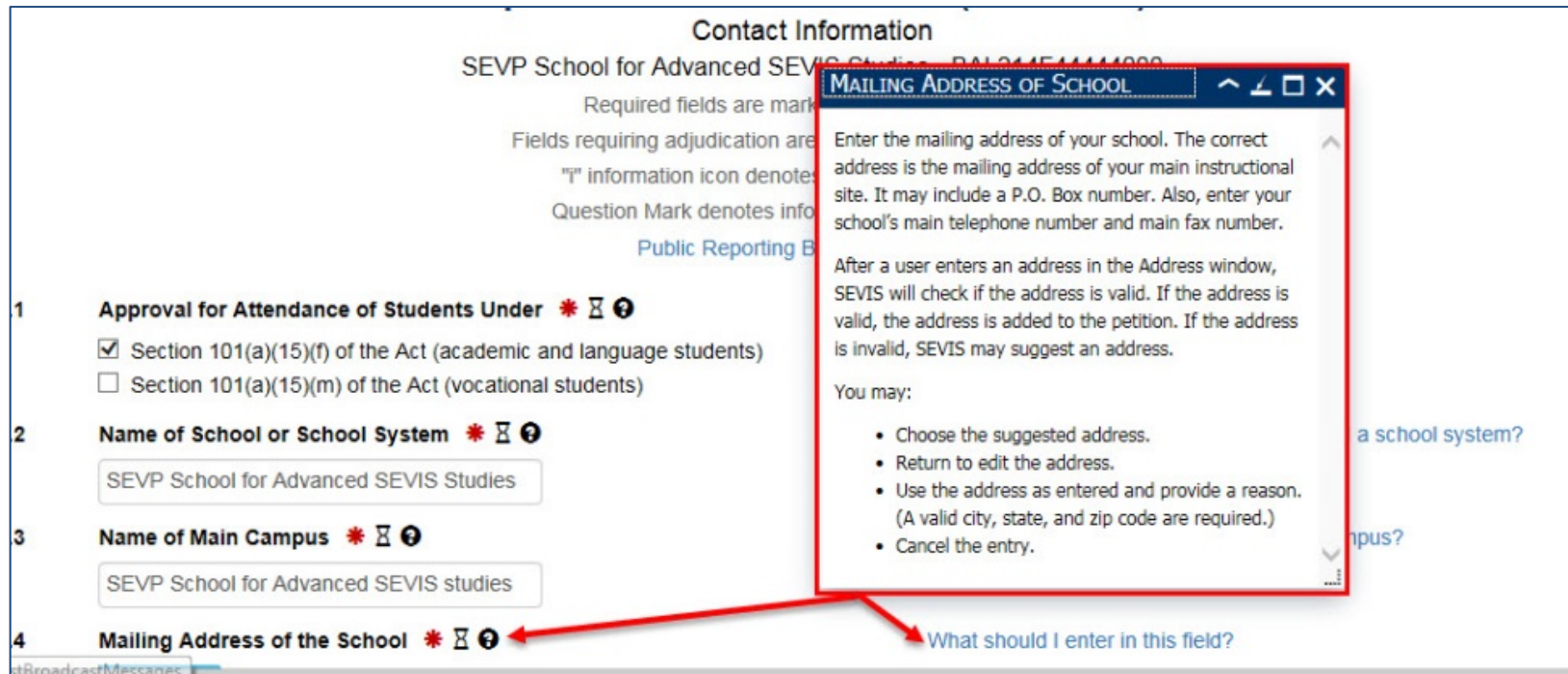
1.8 School Type
 Private, for profit
 Private, non-profit
 Public

Save Draft Print Draft Next Cancel

Page ID: 101 Mon, Aug 22 21:36:57 EDT 2016 U.S. Immigration and Customs Enforcement

- Navigation panel allows you to move directly to another page
- [Return to School Information](#) hyperlink lets you exit the *Update Form I-17* function

Update Form I-17: Field-Level Help



Contact Information
SEVP School for Advanced SEVIS Studies, PA1214511111000

Required fields are marked with an asterisk (*).
Fields requiring adjudication are marked with a clock icon (⌚).
Question Mark denotes information that may be helpful.
Public Reporting Burden: 0.068 minutes per response.

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)

2 **Name of School or School System** * ⌚ ⓘ

3 **Name of Main Campus** * ⌚ ⓘ

4 **Mailing Address of the School** * ⌚ ⓘ [What should I enter in this field?](#)

MAILING ADDRESS OF SCHOOL
Enter the mailing address of your school. The correct address is the mailing address of your main instructional site. It may include a P.O. Box number. Also, enter your school's main telephone number and main fax 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 petition. If the address is invalid, SEVIS may suggest an address.
You may:

- Choose the suggested address.
- Return to edit the address.
- Use the address as entered and provide a reason. (A valid city, state, and zip code are required.)
- Cancel the entry.

- Open field-level help on page
- Updatable without a SEVIS release

Update Form I-17: Contact Information

<< 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

Update School Information (Form I-17)

Contact Information

SEVP School for Advanced SEVIS Studies - BAL214F4444000

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 (?)

[Public Reporting Burden Information](#)

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 * ⓘ ⓘ ⓘ What is the difference between a school and a school system?

1.3 Name of Main Campus * ⓘ ⓘ ⓘ What location should I enter as my main campus?

1.4 Mailing Address of the School * ⓘ ⓘ ⓘ What should I enter in this field?

[Edit Address](#)

126 N WAYNE ST
ARLINGTON VA 22201 - 1516

1.5 Telephone Number ⓘ

() -

1.6 Fax Number ⓘ

() -

1.7 Physical Location of the School (No P.O. Boxes) * ⓘ ⓘ ⓘ What should I enter in this field?

Same as mailing address

[Edit Address](#)

126 N WAYNE ST
ARLINGTON VA 22201 - 1516

1.8 School Type * ⓘ ⓘ ⓘ What should I enter in this field?

Private, for profit

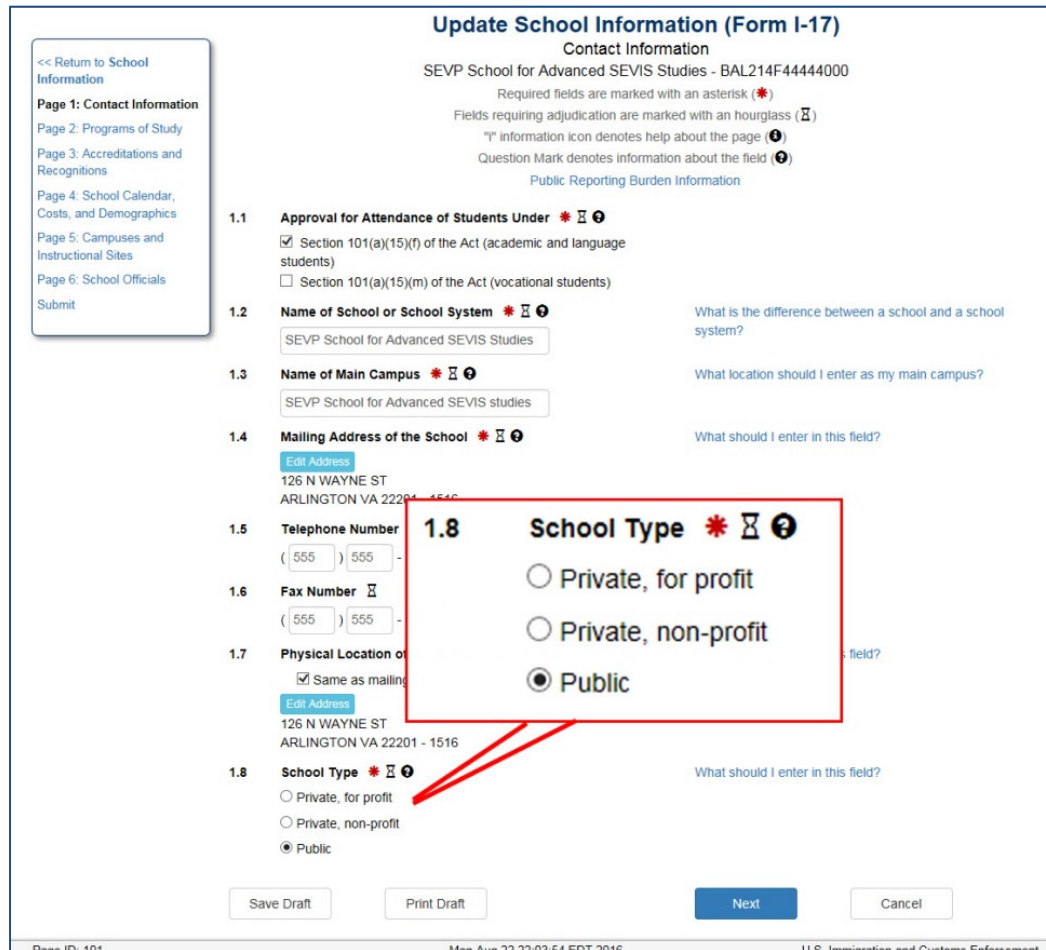
Private, non-profit

Public

Page ID: 101 Mon Aug 22 21:36:57 EDT 2016 U.S. Immigration and Customs Enforcement

Webinar Note:
See full-sized
image available in
webinar handout.

Update Contact Information: School Type



Update School Information (Form I-17)
Contact Information
SEVP School for Advanced SEVIS Studies - BAL214F4444000

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 (?)
Public Reporting Burden Information

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** * ⓘ ⓘ What is the difference between a school and a school system?
SEVP School for Advanced SEVIS Studies

1.3 **Name of Main Campus** * ⓘ ⓘ What location should I enter as my main campus?
SEVP School for Advanced SEVIS studies

1.4 **Mailing Address of the School** * ⓘ ⓘ What should I enter in this field?
[Edit Address](#)
126 N WAYNE ST
ARLINGTON VA 22201-1516

1.5 **Telephone Number**
(555) 555 -

1.6 **Fax Number** ⓘ
(555) 555 -

1.7 **Physical Location of School** ⓘ
 Same as mailing address
[Edit Address](#)
126 N WAYNE ST
ARLINGTON VA 22201 - 1516

1.8 **School Type** * ⓘ ⓘ What should I enter in this field?
 Private, for profit
 Private, non-profit
 Public

Save Draft Print Draft Next Cancel

Page ID: 101 Mon Aug 22 22:03:54 EDT 2016 U.S. Immigration and Customs Enforcement

- Private schools must specify if they are for-profit or non-profit the next time they update the Form I-17



Update Programs of Study

<< 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

Update School Information (Form I-17)

Programs of Study
SEVP School for Advanced SEVIS Studies - BAL214F4444000

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 (?)

2.1 This school is engaged in (check all that apply): (*) (⌚) What does "engaged in" mean?

Private Elementary School
 Private Middle School
 Private High School (Grades 9-12)
 Public High School (Grades 9-12)
 Vocational or Technical Education (M-1)
 Flight Training
 Language Training
 Higher Education (issuing one or more of the following degrees: Associate's, Bachelor's, Master's, Ph.D.)
 Other

Higher Education: This school (i) does (i) does not confer recognized Associates, Bachelor's, Master's, Doctor's, Professional, or Divinity degrees. Its credits (i) are (i) are not recognized by and transferable to institutions of study which confer degrees.
 Vocational/Technical/Flight: This school (i) does (i) does not qualify its graduates for employment in the occupation for which preparation is offered.

2.2 Areas of Study (check all that apply): (*) (⌚) How does this differ from engaged in and what should be included in Other?

Liberal Arts
 Fine Arts
 English Language Training
 Religious
 Professional Studies
 Vocational Or Technical Training
 Flight Training
 Science
 Education
 Business
 Engineering
 Other

Characters Remaining: 67

2.3 List the degrees available from this school: (*) (⌚) Do I need to list all degrees? What if a degree is not on this list?

Show entries Search: Print

Level	Degree Name	Status	Previous Status
Associate	Associate of Arts (AA)	Selected	Adjudicated
Associate	Associate of Science (AS)	Selected	Adjudicated
Bachelor	Bachelor of Arts (BA)	Selected	Adjudicated
Bachelor	Bachelor of Business Administration (BB/BBA)	Selected	Adjudicated
Bachelor	Bachelor of Fine Arts (BFA)	Selected	Adjudicated
Bachelor	Bachelor of Science in Education (BE/BS/ED)	Selected	Adjudicated
Bachelor	Bachelor of Science/Scientiae Baccalaureus (BS, SB)	Selected	Adjudicated
Master	Master of Arts (MA/AM)	Selected	Adjudicated
Master	Master of Business Administration (MBA)	Selected	Adjudicated
Master	Master of Science (MS)	Selected	Adjudicated

Showing 1 to 10 of 294 entries Previous 2 3 4 5 ... 30 Next

2.4 Courses of study and time necessary to complete each: (*) (⌚) What is expected in this field?

Bachelors degree - 4 years except BSN which is 5

Characters Remaining: 992

Webinar Note:
See full-sized
image available in
webinar handout.

Update Programs of Study: School Is Engaged In

- 2.1 This school is engaged in (check all that apply):** * ⌚
- Private Elementary School
 - Private Middle School
 - Private High School (Grades 9-12)
 - Public High School (Grades 9-12)
 - Vocational or Technical Education (M-1)
 - Flight Training
 - Language Training
 - Higher Education (issuing one or more of the following degrees: Associate's, Bachelor's, Master's, PhD.)
 - Other

Higher Education: This school does does not confer recognized Associates, Bachelor's, Master's, Doctor's, Professional, or Divinity degrees. Its credits are are not recognized by and transferable to institutions of study which confer degrees.

Vocational/Technical/Flight: This school does does not qualify its graduates for employment in the occupation for which preparation is offered.

- Depending on checkboxes selected, SEVIS displays additional statements

Update Programs of Study: Areas of Study

2.2 Areas of Study (check all that apply): * ⌚

- Liberal Arts
- Fine Arts
- English Language Training
- Religious
- Professional Studies
- Vocational Or Technical Training
- Flight Training
- Science
- Education
- Business
- Engineering
- Other

pastoral care

Characters Remaining: 67

- Language Training changed to English Language Training

Update Form I-17: Degrees Available

2.3 List the degrees available from this school: * ☒ Do I need to list all degrees? What if a degree is not on this list?

Show entries **1** Search: **2** **3**

Level	Degree Name 4	Status	Previous Status
Associate	Associate of Arts (AA)	Selected	Adjudicated
Associate	Associate of Science (AS)	Selected	Adjudicated
Bachelor	Bachelor of Arts (BA)	Selected	Adjudicated
Bachelor	Bachelor of Business Administration (BB/BBA)	Selected	Adjudicated
Bachelor	Bachelor of Fine Arts (BFA)	Selected	Adjudicated
Bachelor	Bachelor of Science in Education (BEd/BSEd)	Selected	Adjudicated
Bachelor	Bachelor of Science/Scientiae Baccalaureus (BS, SB)	Selected	Adjudicated
Master	Master of Arts (MA/AM)	Selected	Adjudicated
Master	Master of Business Administration (MBA)	Selected	Adjudicated
Master	Master of Science (MS)	Selected	Adjudicated

Showing 1 to 10 of 294 entries **5** Previous 2 3 4 5 ... 30 Next

1. Change # of degrees
2. Search for degree
3. Print full list of degrees
4. Sort by column
5. Navigate list

Degrees Available Conversion

Before Release 6.29

- AA Degree
- AS Degree
- BA Degree
- Doctor of Education
- Bachelor of Science
- Bachelor of Fine Arts
- Bachelor of Business Administration
- Bachelor of Science in Education
- Master of Arts
- Master of Science
- Master of Business Administration
- Doctor of Philosophy
- Medical Doctor
- Juris Doctor
- Other

After Release 6.29 Translates to:

- Associate of Arts (AA)
- Associate of Science (AS)
- Bachelor of Arts (BA)
- Doctor of Education (EdD)
- Bachelor of Business Administration (BB/BBA)
- Bachelor of Fine Arts (BFA)
- Bachelor of Science in Education (BEd/BSEd)
- Bachelor of Science/Scientiae Baccalaureus (BS,SB)
- Master of Arts (MA/AM)
- Master of Business Administration (MBA)
- Master of Science (MS)
- Doctor of Philosophy (PhD)
- Doctor of Medicine (MD)
- Juris Doctor (JD)
- Other

Update Form I-17: Programs of Study

2.4 Courses of study and time necessary to complete each: * ⌚ What is expected in this field?

Bachelors degree - 4 years except BSN which is 5

Characters Remaining: 9952

Save Draft Print Draft Previous Next Cancel

- Group by degree level, time to complete, credit/clock hours needed to complete

Update Accreditations and Recognitions

<< 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

Update School Information (Form I-17)

Accreditations and Recognitions

SEVP School for Advanced SEVIS Studies - BAL214F44444000

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 (?)

Every option must have a selection. **None** is an acceptable option. Depending on your responses, you may be able to select **Not Required**.

3.1 Date School Was Established * ⓘ ? What should I enter in this field?

01 / 01 / 2003

3.2 Department of Education Recognized Accrediting Agencies * ⓘ ? ⓘ Add Post Secondary Schools, Click Here for more information.

Edit 01/01/2003 - 12/31/2050 Middle States Commission on Higher Education

3.3 SEVP Identified Accrediting Agencies * ⓘ ? ⓘ Add None K-12 Schools, Click Here for more Information.

3.4 State Recognitions * ⓘ ? ⓘ Add What are State Recognitions and do I need to list any?

Edit 11/20/2010 - 11/20/2020 Virginia: State Council of Higher Education for Virginia:

3.5 Optional Comments ⓘ ? What is the purpose of the comment field?

Characters Remaining: 1000

3.6 FAA Certification * ⓘ ? ⓘ Schools engaged in Flight Training or Simulator programs, click here for more information.

FAA Certified - Part 141 and/or Part 142 None Not Required

If your school is FAA certified, enter the information for the applicable part or parts.

Part	FAA Certification Number	Effective Date	Expiration Date
141	12345678	01 / 01 / 2003	05 / 02 / 2020
142		MM / DD / YYYY	

Page ID: 103 Mon Aug 22 22:52:04 EDT 2016 U.S. Immigration and Customs Enforcement

- Different look
- Eliminated Licenses and Other Recognitions fields



Update School Calendar, Costs, Demographics

- Different look

<< 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

Update School Information (Form I-17)

School Calendar, Costs, and Demographics

SEVP School for Advanced SEVIS Studies - BAL214F44444000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass (⌚)

* information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

4.1 This school's sessions are based on: *

Semesters

Trimesters

Quarters

Other (specify)

4.2 Date Registration begins for EACH session during a calendar year: * ⌚ ? What is expected in this field?

Session 01: JANUARY 15	Session 08: [v] [v]	Session 15: [v] [v]
Session 02: SEPTEMBER 09	Session 09: [v] [v]	Session 16: [v] [v]
Session 03: [v] [v]	Session 10: [v] [v]	Session 17: [v] [v]
Session 04: [v] [v]	Session 11: [v] [v]	Session 18: [v] [v]
Session 05: [v] [v]	Session 12: [v] [v]	Session 19: [v] [v]
Session 06: [v] [v]	Session 13: [v] [v]	Session 20: [v] [v]
Session 07: [v] [v]	Session 14: [v] [v]	

4.3 Sessions are held: * Day Night

4.4 Average Annual Number of Classes: * ⌚ ? What is expected in this field?

4.5 Average Annual Number of Students: * ⌚ ? What is expected in this field?

4.6 Average Annual Number of Teachers or Instructors: * ⌚ ? What is expected in this field?

4.7 Average Annual Number of Non-Teaching Employees: * ⌚ ? What is expected in this field?

4.8 Approximate annual cost of room, board, tuition, etc. per student: * ? How do I calculate this number?

4.9 Requirements for Admission: * ? What should I include in this field?

sufficient GPA

Characters Remaining: 986

Page ID: 104
Thu Sep 08 22:26:38 EDT 2016
U.S. Immigration and Customs Enforcement

Update Campuses

Update School Information (Form I-17)

Campuses and Instructional Sites

SEVP School for Advanced SEVIS Studies - BAL214F44444000

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

5.1 Manage Campuses * ⌚ ? How do I manage my campus information?

Campus Name	Physical Address	Campus Code	Actions
Kanno School for Smart Questions	2451 CRYSTAL DR, ARLINGTON, VA, 22202-4804	BAL214F44444002	Update Delete
SEVP School for Advanced SEVIS studies	126 N WAYNE ST, ARLINGTON, VA, 22201-1516	BAL214F44444000	
SMU Technical Institute	621 Holly Corner Road, Fredericksburg, VA, 22406	BAL214F44444001	Update Delete

5.2 Add Campus ⌚ ? How do I add a campus to my Form I-17 petition?

Page ID: 105 Mon Aug 22 22:59:51 EDT 2016 U.S. Immigration and Customs Enforcement

- Adding campus precedes updating officials

Update Instructional Sites: Add/Edit Campus

Add/Update Campus

5.3 Campus Name * ⌵ ⓘ What should I enter in this field?

5.4 Mailing Address * ⌵ ⓘ What should I enter in this field?

5.5 Physical Address * ⌵ ⓘ What should I enter in this field?
 Same as mailing address

5.6 Telephone Number ⌵
() - ext.

5.7 Fax Number ⌵
() -

[Cancel](#)

- Addresses will be validated when Address Doctor is working

Update School Officials – Campus View

[<< 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](#)

Update School Information (Form I-17)

School Officials

SEVP School for Advanced SEVIS Studies - BAL214F4444000

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 (?)

6.1 Current School Officials By Campus * ⌚ ? [Who are School Officials?](#)

Show entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Kanno School for Smart Questions			Roles	
Robertson, Helene	222-222-2222 ext.	helene.robertson@sevis-studies.com	PDSO	Delete Official
Mercer, Ingrid	222-222-2222 ext.	ingrid.mercer@sevis-studies.com	DSO	Delete Official
Alabama, Jared	555-555-5555 ext.	jared.a@sevis-studies.com	DSO	Delete Official
Infield, Jared	301-555-5555 ext.	jared.i@sevis-studies.com	DSO	Delete Official
Kanno, Jason	555-555-5555 ext.	jason.kanno@sevis-studies.com	DSO	Delete Official
LaRoche, Jared	555-555-5555 ext.	jared.l@sevis-studies.com	DSO	Delete Official
Feet, Rita	222-222-2222 ext.	rita.feet@sevis-studies.com	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	richard.maloney@sevis-studies.com	DSO	Delete Official
SEVP School for Advanced SEVIS studies			Roles	
Robertson, Helene	222-222-2222 ext.	helene.robertson@sevis-studies.com	PDSO	Delete Official
Mercer, Ingrid	222-222-2222 ext.	ingrid.mercer@sevis-studies.com	DSO	Delete Official

Showing 1 to 10 of 24 entries First Previous **1** 2 3 Next Last

6.2 Add School Officials ⌚ ? [How do I add a new official?](#)

SEVIS User Name [Who are existing School Officials? how can I add an existing official?](#)

Page ID: 106
Thu Sep 08 22:40:34 EDT 2016
U.S. Immigration and Customs Enforcement



Update School Officials – Individual View

[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](#)

Update School Information (Form I-17)

School Officials

SEVP School for Advanced SEVIS Studies - BAL214F44444000

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 (?)

6.1 Current School Officials By Person * ⌚ [current SchoolOfficials by Person](#)

Show entries Search:

Telephone	Email Address	Campus	Role	Actions
Alabama, Jared				
555-555-5555 ext.	jared.m.alex@associates.ic.e.dhs.gov	SEVP School for Advanced SEVIS Studies	UNASSIGNED	Delete Official
		SMU Technical Institute	UNASSIGNED	
Feet, Rita				
222-222-2222 ext.	rita.feet@associates.ic.e.dhs.gov	SMU Technical Institute	PDSO	Delete Official
		SEVP School for Advanced SEVIS Studies	DSO	
Infield, Jared				
301-555-5555 ext.	jared.m.alex@associates.ic.e.dhs.gov	SEVP School for Advanced SEVIS Studies	DSO	Delete Official
		SMU Technical Institute	DSO	
LaRoche, Jared				
555-555-5555 ext.	jared.m.alex@associates.ic.e.dhs.gov	SMU Technical Institute	DSO	Delete Official
		SEVP School for Advanced SEVIS Studies	DSO	
Maloney, Richard				
555-555-5555 ext.	Richard.Maloney@associates.ic.e.dhs.gov	SMU Technical Institute	DSO	Delete Official
		SEVP School for Advanced SEVIS Studies	DSO	

Showing 1 to 10 of 14 entries First Previous **1** 2 Next Last

6.2 Add School Officials ⌚

[Add Officials](#)

SEVIS User Name [Add Existing Officials](#)

Page ID: 106

Wed Aug 17 09:15:52 EDT 2016

U.S. Immigration and Customs Enforcement

September 9, 2016

33

Add Officials

Update School Information (Form I-17)
Add Official
SEVP School for Advanced SEVIS Studies - BAL214F4444000

Required fields are marked with an asterisk (*)
Fields requiring adjudication are marked with an hourglass (⌚)

Last Name * **First Name *** **Suffix**

The official is: * UNITED STATES CITIZEN LEGAL PERMANENT RESIDENT

Title *

Address *

Email Address *

Telephone Number *
() - ext.

Assign Role * Assign the official to a DSO role for at least one Campus. A new official cannot assigned to the PDSO role.

Add Official to Campus	
CAMPUS	DSO
SEVP School for Advanced SEVIS studies	<input type="checkbox"/>
SMU Technical Institute	<input type="checkbox"/>
Kanno School for Smart Questions	<input type="checkbox"/>

Page ID: 107
Tue Aug 23 15:50:31 EDT 2016
U.S. Immigration and Customs Enforcement

- Assign to campuses/ instructional sites from this page

Edit Existing Official

Update School Information (Form I-17)
School Officials
SEVP School for Advanced SEVIS Studies - BAL214F44444000

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 (?)

Current School Officials By Person * ⌚ [current SchoolOfficials by Person](#)

Show entries Search:

Telephone	Email Address	Campus	Role	Actions
<u>Alabama, Jared</u>				
555-555-5555 ext.	jared.m.alen@associates.ic.dhs.gov	SEVP School for Advanced SEVIS Studies	UNASSIGNED	Delete Official
		SMU Technical Institute	UNASSIGNED	
<u>Feet, Rita</u>				
222-222-2222 ext.	rita.feet@associates.ic.dhs.gov	SMU Technical Institute	PDSO	Delete Official
		SEVP School for Advanced SEVIS Studies	PDSO	

- Click hyperlinked name of official

Edit Existing Official

Update School Information (Form I-17)

Update Official
SEVP School for Advanced SEVIS Studies - BAL214F44444000

Required fields are marked with an asterisk (*)
Fields requiring adjudication are marked with an hourglass (⌚)

Last Name * ⌚	First Name * ⌚	Suffix
Alabama	Jared	▼

The official is: * UNITED STATES CITIZEN LEGAL PERMANENT RESIDENT

Title *

Director of International Programs

Address *

[Edit Address](#) 2450 CRYSTAL DR
ARLINGTON VA 22202 - 4812

Email Address *

ja.....@.....

Telephone Number *

(555) 555 - 5555 ext.

- Can edit demographic and contact information
- Cannot edit role assignments on this page

Change Roles Official

School Officials
SEVP School for Advanced SEVIS Studies - BAL214F44444000

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 (?)

6.1 **Current School Officials By Campus** * ⌚ [current School Officials by campus](#)

Show entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Kanno School for Smart Questions			<u>Roles</u>	
Alabama, Jared	555-555-5555 ext.	jared.m.allen@associates.cc.dhs.gov	UNASSIGNED	Delete Official
Feet, Rita	222-222-2222 ext.	rita.Feet@associates.cc.dhs.gov	UNASSIGNED	Delete Official

WARNING - NOT INTUITIVE

- Switch to Officials by Campus view
- Click [Roles](#) hyperlink

Change Roles Officials

Update Roles

Name	Title	PDSO	DSO	UNASSIGNED
Alabama Jared	Director of International Programs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Feet Rita	International Scholar Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Infield Jared	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Kanno Jason	Director	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
LaRoche Jared	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Maloney Richard	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mercer Ingrid	Immigration Specialist	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Robertson Helene	PDSO	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Cancel](#)

- Change roles from this modal

Submit Page - Head of School Version

Update School Information (Form I-17)

Submit Update

SEVP School for Advanced SEVIS Studies - BAL214F44444000

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.

A printed Form I-17 with the school owner's signature is required.

[Save Draft](#) [Print Draft](#) [Previous](#) [Submit](#) [Cancel](#)

- **This version displays only if the head of school must sign the Form I-17**

Submit Page - PDSO Version

Update School Information (Form I-17)

Submit

SEVP School for Advanced SEVIS Studies - BAL214F44444000

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

Submit all supporting documents to update.sevis@ice.dhs.gov. For P/DSO updates, please submit supporting evidence to FormI17SupportingEvidence@ice.dhs.gov

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 * ⌚

Thu Sep 08 23:06:03 EDT 2016 U.S. Immigration and Customs Enforcement

This version displays if the head of school does not have to sign the Form I-17



**U.S. Immigration
and Customs
Enforcement**

SCHOOL INFORMATION PAGE

School Information Page

- Redesigned to match look and layout of the Form I-17 edit pages



School Information Page

[Print I-17 Form](#)

Page Navigation:

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

Actions:

- [Update School Information \(Form I-17\)](#)
- [Register for Batch Processing](#)
- [Request Password Reset for DSOs](#)

Views:

- [View Draft Update](#)
- [View Event History](#)

School Information

SEVP School for Advanced SEVIS Studies
School Code: BAL214F4444000

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

Section 2: Programs of Study [Top of Page](#)

- 2.1 This School is Engaged in:**
Vocational or Technical Education (M-1)
Flight Training
Higher Education (issuing one or more of the following degrees: Associate's, Bachelor's, Master's, PhD.)
Higher Education: This school does confer recognized Associates, Bachelor's, Master's, Doctor's, Professional, or Divinity degrees. Its credits are recognized by and transferable to institutions of study which confer degrees.
Vocational/Technical/Flight: This school does qualify its graduates for employment in the occupation for which preparation is offered.
- 2.2 Areas of Study:**
Liberal Arts
Fine Arts
Religious
Professional Studies
Vocational Or Technical Training
Flight Training
Science
Education
Business
Engineering
Other: pastoral care
- 2.3 Degrees Available from this School:**

Associate of Arts (AA) Associate of Applied Science (AAS) Associate Degree Nurse/Nursing (ADN) Associate of Science (AS) Associate Non-Degree Associate Certificate Associate of Electrical Engineering Technology (AEET) Associate of Electronics (AE) Associate of Engineering (AE/AEng) Associate of Engineering Technology (AET/AEngT) Associate of Forestry (AF) Bachelor of Arts (BA) Bachelor of Architecture (BArch) Doctor of Education (EDD)	Bachelor of Science/Scientiae Baccalaureus (BS, SB) Bachelor of Fine Arts (BFA) Bachelor of Business Administration (BB/BBA) Bachelor of Science in Education (BED/BSEd) Master of Arts (MA/AM) Bachelor of Science in Environmental Engineering (BSEnE/BSEnVE) Master of Science (MS) Bachelor Other Master of Business Administration (MBA) Doctor of Philosophy (PhD) Doctor of Medicine (MD) Other: pastoral degrees Master of Science in Information Science/Systems (MSIS)
---	--
- 2.4 Courses of Study and Time Necessary to Complete each:**
Bachelors degree - 4 years except BSN which is 5

School Information Page

4.9 Requirements for Admission: sum0911 GPA

Section 5/6: Campuses and Instructional Sites and Officials

[Top of Page](#)

Campus: SEVP School for Advanced SEVIS studies

Mailing Address: 126 N WAYNE ST ARLINGTON, VA 22201-1516

Location Address: 126 N WAYNE ST ARLINGTON, VA 22201-1516

Telephone Number: **Fax Number:**

Official Name	Title	Role	Telephone Number	Email Address
Jared Alabama	Director of International Programs	DSO	555-555-5555	jared.m.allen@associates.inc.dhs.gov
Rita Feet	International Scholar Advisor	DSO	222-222-2222	Rita.Feet@associates.inc.dhs.gov
Jared Infield	Advisor	DSO	301-555-5555	jared.m.allen@associates.inc.dhs.gov
Jason Kanno	Director	DSO	555-555-5555	helene.robertson@associates.inc.dhs.gov
Jared LaRoche	Advisor	DSO	555-555-5555	jared.m.allen@associates.inc.dhs.gov
Richard Maloney	Advisor	DSO	555-555-5555	Richard.Maloney@associates.inc.dhs.gov
Ingrid Mercer	Immigration Specialist	DSO	222-222-2222	ingrid.mercer@associates.inc.dhs.gov
Helene Robertson	Director	PDSO	222-222-2222	helene.robertson@associates.inc.dhs.gov

Campus: SMU Technical Institute

Mailing Address: 621 Holly Corner Road Fredericksburg, VA 22406

Location Address: 621 Holly Corner Road Fredericksburg, VA 22406

Telephone Number: **Fax Number:**

Official Name	Title	Role	Telephone Number	Email Address
Rita Feet	International Scholar Advisor	PDSO	222-222-2222	Rita.Feet@associates.inc.dhs.gov
Jared Infield	Advisor	DSO	301-555-5555	jared.m.allen@associates.inc.dhs.gov



**U.S. Immigration
and Customs
Enforcement**

VIEW SUBMITTED UPDATE

View Submitted Update Page

Review Form I-17 Updates
SEVP School for Advanced SEVIS Studies
School Code: BAL214F4444000

[Return to School View](#) [Print Updated I-17 Form](#)

Application Submit Date: 08/23/2016
Certificate Expiration Date: 04/03/2017

Section 1: Contact Information	Old Values	New Values
1.1 Name of School or School System:	SEVP School for Advanced SEVIS Studies	SEVP School for Advanced SEVIS Studies
1.2 School Code:	BAL214F4444000	BAL214F4444000
1.3 Approval for Attendance of Students Under:	Academic and Language Students	Academic and Language Students
1.4 Mailing Address of the School:	Vocational Students 9002 Nancy Lane FL Washington, MD 20744 - 1516	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:	9002 Nancy Lane FL Washington, MD 20744 - 1516	126 N WAYNE ST ARLINGTON, VA 22201 - 1516
1.8 School Type:	Private, unspecified	Public
1.9 Private School Owner:	Oui D. People	
1.10 Owner's Address:	9002 Nancy Lane FL Washington, MD 20744	

[Top of Page](#)

Section 2: Programs of Study

3.1 This School's Enrollment in Part 141# 12345678, Effective: 01/01/2003, Expires: 05/02/2020

Agency:
Virginia: State Council of Higher Education for Virginia

3.5 Optional Comments:

3.6 FAA Certification: PART141# 12345678, Effective: 01/01/2003, Expires: 05/02/2020

[Top of Page](#)

Section 4: School Calendar, Costs, and Demographics

4.1 This School's Sessions are based on: Semesters

4.2 Date Registration begins for EACH session during academic year: January 15

[Top of Page](#)

- Layout and numbering changed to match School Information page and the Form I-17 data entry pages

Webinar Note:
Larger image available in webinar handout.



EXPECTATIONS

Expectations

- New processes are usually difficult in the beginning, but benefits of new Form I-17 are great:
 - Better security
 - Increased efficiency
 - Decreased time worked
 - Better history in SEVIS
- Short-term delays in adjudication
- SEVP does not expect longer processing times



**U.S. Immigration
and Customs
Enforcement**

FUTURE WEBINARS

September 9, 2016

Future SEVIS Webinars

Date	Topic
September 16, 2016	SEVIS Correction Requests
September 16, 2016	SEVIS 6.29 Pre-Release
October 14, 2016	SEVIS 6.29 Post-Release
December 2, 2016	SEVIS 6.30 Pre-Release



RESOURCES

Planned Release Resources

User Guides

- Initial Certification
- Update Form I-17 Overview
- Update School Contact Information
- Update Programs of Study
- Update Accreditations and Recognitions (revision)
- Update Calendar, Costs, and Demographics
- Add, Edit, or Delete Campus
- Manage School Officials (revision)
- Recertification
- View School Event History
- View Pending Form I-17 Certifications or Updates

Job Aids

- Manage School Officials (revision)

Note: Items in **bold** are currently available on the SEVIS Help Hub. Non-bolded items are still in development.

Study in the States Website URLs

- SEVIS Help Hub
 - <http://studyinthestates.dhs.gov/sevis-help-hub>
- SEVIS Enhancements page
 - <https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/sevis-enhancements>
- SEVIS Webinars page
 - <https://studyinthestates.dhs.gov/sevis-help-hub/learn-more/webinars>
- SEVP Stakeholder Webinars page
 - <http://studyinthestates.dhs.gov/webinars>

Other Resources

- SEVIS Email
 - SEVISTechnicalFeedback@ice.dhs.gov
- SEVP Response Center
 - SEVP@ice.dhs.gov
- SEVIS Batch Email
 - SEVIS.Batch@ice.dhs.gov
- Department of State Email
 - jsevis@state.gov
- SEVIS Help Desk
 - 800-892-4829
 - SEVISHelpdesk@ice.dhs.gov



QUESTIONS AND ANSWERS