



## Accredited Schools Evidence Checklist Form I-17 Section 1

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The evidence described in the guidelines below correspond with the Evidence Checklists that can be found on [Schools and Programs](#) page at ICE.gov/SEVP. If you are petitioning on behalf of a school seeking initial SEVP certification, review the information under the Certification header. If your school is already SEVP-certified and is making edits to its Form I-17, review the information under the Petition Updates header to locate the appropriate Evidence Checklist for your school.

The evidence below is **not** an exhaustive list. SEVP may issue a Request for Evidence (RFE) to your school through the Student and Exchange Visitor Information System (SEVIS) outlining additional information to be provided by a specified due date. All documents are subject to verification.

### Overarching Guidelines

- School officials should regularly review their Form I-17 to ensure compliance with all relevant laws, policies and regulations.
- For English language training programs, U.S. Department of Education recognized accreditation is required per regulation. If English language training is a part of a larger program, please see guidelines below on how to provide this information.
- All evidence must be uploaded at one time using the [Upload Evidence](#) functionality in SEVIS. Evidence documents should not be encrypted, password protected, cannot exceed 10 MB per document and must be in one of the following file formats:
  - .CSV
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  - .DOCX
  - .GIF
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- If you are unable to provide a listed item, upload a statement identifying the item and detailing the reason why it cannot be provided.
- If identical evidence is required when editing more than one field, you are not required to submit the same documentation multiple times. One piece of evidence can support multiple sections or fields.



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- If your Form I-17 is locked in SEVIS—meaning that you are unable to make edits—and you need to report a change, submit a statement detailing the requested edits along with corresponding evidence to [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov). Include your school's name and school code in the subject line of the email.

## Section 1: Contact Information

[Field 1.1 Approval for Attendance of Students Under](#)

[Field 1.2 Name of School or School System](#)

[Field 1.3 Name of Main Campus](#)

[Field 1.4 Mailing Address of the School](#)

[Field 1.5 Telephone Number](#)

[Field 1.6 Fax Number](#)

[Field 1.7 Physical Location of the School](#)

[Field 1.8 School Type](#)

[Field 1.9 Private School Owner](#)

### ***Field 1.1 Approval for Attendance of Students Under***

- Accreditation.
  - SEVP-identified accrediting agencies (*primary and secondary institutions only*).
  - U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
- Federal Aviation Administration certification (*FAA part 141, 142 schools or both only*).
- Form I-17: Signed.
- Program of Study descriptions.
- Removal statement.

**NOTE:** If removing an approval for attendance (F or M), only this piece of evidence is required.

- State Recognition or Proof of Exemption.

### ***Field 1.2 Name of School or School System***

- Accreditation.
  - SEVP-identified accrediting agencies (*primary and secondary institutions only*).
  - U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
- Federal Aviation Administration certification (*FAA part 141 and 142 schools only*).



- State Recognition or Proof of Exemption.

### **Field 1.3 Name of Main Campus**

- Accreditation.
  - SEVP-identified accrediting agencies (*primary and secondary institutions only*).
  - U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
- Federal Aviation Administration certification (*FAA part 141 and 142 schools only*).
- State Recognition or Proof of Exemption.

### **Field 1.4 Mailing Address of the School**

- Explanatory Statement for Edits to the Form I-17.

### **Field 1.5 Telephone Number**

- Explanatory Statement for Edits to the Form I-17.

### **Field 1.6 Fax Number**

- Explanatory Statement for Edits to the Form I-17.

### **Field 1.7 Physical Location of the School**

- Explanatory Statement for Edits to the Form I-17.

**NOTE:** If the edit is not an actual change of physical location, only this item of evidence is required.

- Accreditation.
  - SEVP-identified accrediting agencies (*primary and secondary institutions only*).
  - U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
- Facilities information.

**NOTE:** If the edit is not an actual change of the physical location of the school, an Explanation Statement for Edits to the Form I-17 is the only item of evidence required.

- Federal Aviation Administration certification (*FAA part 141 and 142 schools only*).
- Form I-17: Signed.
- Payment.
- Program of Study descriptions.
- State Recognition or Proof of Exemption.



### Field 1.8 School Type

- Explanatory Statement for Edits to the Form I-17.  
**NOTE:** If the edit is not an actual change of school type, only this item of evidence is required.
- Accreditation.
  - SEVP-identified accrediting agencies (*primary and secondary institutions only*).
  - U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
- Federal Aviation Administration certification (*FAA part 141 and 142 schools only*).
- Form I-17: Signed.
- Ownership information.
- Payment.
- Pre-Kindergarten (Pre-K) statement (*primary and secondary Institutions only*).
- Program of Study descriptions.
- State Recognition or Proof of Exemption School Type Information.

### Field 1.9 Private School Owner

- Explanatory Statement for Edits to the Form I-17.  
**NOTE:** If the edit is not an actual change of ownership, only this item of evidence is required
- Accreditation.
  - SEVP-identified accrediting agencies (*primary and secondary institutions only*).
  - U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
- Federal Aviation Administration certification (*FAA part 141 and 142 schools only*).
- Form I-17: Signed.
- Ownership information.
- Payment.
- Pre-Kindergarten (Pre-K) statement (*primary and secondary institutions only*).
- Program of Study descriptions.
- State Recognition or Proof of Exemption.



## Accredited Schools Evidence Checklist Form I-17 Section 2

The Student and Exchange Visitor Program (SEVP) developed the guidelines in this document to provide additional information regarding required evidence, in accordance with federal regulations, to designated school officials (DSOs) for schools seeking SEVP certification or making updates to the Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student."

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The evidence below is **not** an exhaustive list. SEVP may issue a Request for Evidence (RFE) to your school through the Student and Exchange Visitor Information System (SEVIS) outlining additional information to be provided by a specified due date. All documents are subject to verification.

### Overarching Guidelines

- School officials should regularly review their Form I-17 to ensure compliance with all relevant laws, policies and regulations.
- For English language training programs, U.S. Department of Education recognized accreditation is required per regulation. If English language training is a part of a larger program, please see guidelines below on how to provide this information.
- All evidence must be uploaded at one time using the [Upload Evidence](#) functionality in SEVIS. Evidence documents should not be encrypted, password protected, cannot exceed 10 MB per document and must be in one of the following file formats:
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## Section 2: Programs of Study

[Field 2.1 This School is Engaged In](#)

[Field 2.2 Areas of Study](#)

[Field 2.3 Degrees Available from this School](#)

[Field 2.4 Courses of Study and Time Necessary to Complete Each](#)

### Field 2.1 This School is Engaged In

- Accreditation.
  - SEVP-identified accrediting agencies (*primary and secondary institutions only*).
  - U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
- Federal Aviation Administration certification (*FAA part 141, 142 schools or both only*).
- Form I-17: Signed.
- Program of Study descriptions.
- Removal statement
- NOTE:** If only deselecting an option in this field, this piece of evidence is required.
- State Recognition or Proof of Exemption.

### Field 2.2 Areas of Study

- Accreditation.
  - SEVP-identified accrediting agencies (*primary and secondary institutions only*).
  - U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
- Federal Aviation Administration certification (*FAA part 141, 142 schools or both only*).
- Program of Study descriptions.
- Removal statement
- NOTE:** If only deselecting an option in this field, this piece of evidence is required.
- State Recognition or Proof of Exemption.



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### **Field 2.3 Degrees Available from this School**

- Accreditation.
    - SEVP-identified accrediting agencies (*primary and secondary institutions only*).
    - U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
  - Federal Aviation Administration certification (*FAA part 141, 142 schools or both only*).
  - Program of Study descriptions.
  - Removal statement
- NOTE:** If only deselecting a degree option in this field, this piece of evidence is required.
- State Recognition or Proof of Exemption.

### **Field 2.4 Courses of Study and Time Necessary to Complete Each**

- Accreditation.
    - SEVP-identified accrediting agencies (*primary and secondary institutions only*).
    - U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
  - Federal Aviation Administration certification (*FAA part 141, 142 schools or both only*).
  - Program of Study descriptions.
  - Removal statement
- NOTE:** If removing program information only, this piece of evidence is required.
- State Recognition or Proof of Exemption.



## Accredited Schools Evidence Checklist Form I-17 Section 3

The Student and Exchange Visitor Program (SEVP) developed the guidelines in this document to provide additional information regarding required evidence, in accordance with federal regulations, to designated school officials (DSOs) for schools seeking SEVP certification or making updates to the Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student."

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### Overarching Guidelines

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## Section 3: Accreditation and Recognitions

[Field 3.2 U.S. Department of Education Recognized Accrediting Agencies](#)

[Field 3.3 SEVP Identified Accrediting Agencies](#)

[Field 3.4 State Recognitions](#)

[Field 3.6 FAA Certification](#)

### ***Field 3.2 U.S. Department of Education Recognized Accrediting Agencies***

- Accreditation.
  - U.S. Department of Education recognized accrediting agencies (*post-secondary institutions only*).
- Removal statement

**NOTE:** If removing all listed accreditations, submit a removal statement and review the [Non-Accredited School/Program of Study Filing Evidence](#) as you will have to provide this evidence. If removing English language training program accreditation, you must remove all references of the program from Sections 2 and 3 of the Form I-17.

### ***Field 3.3 SEVP Identified Accrediting Agencies***

- Accreditation.
  - U.S. Department of Education recognized accrediting agencies (*post-secondary institutions only*).
- Removal statement

**NOTE:** If removing all listed accreditations, submit a removal statement and review the [Non-Accredited School/Program of Study Filing Evidence](#), as you will have to provide this evidence.

### ***Field 3.4 State Recognitions***

- Explanatory Statement for Edits to the Form I-17.
  - NOTE:** Submit if removing a recognition or exemption.
- State Recognition or Proof of Exemption.



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***Field 3.6 Federal Aviation Administration (FAA) Certification***

- Federal Aviation Administration certification (*FAA part 141, 142 schools, or both only*).
- Removal statement.

**NOTE:** If removing a certification, submit a removal statement and review the [Non-Accredited School/Program of Study Filing Evidence](#), as you **MAY** have to provide this evidence.



## Accredited Schools Evidence Checklist Form I-17 Section 4

The Student and Exchange Visitor Program (SEVP) developed the guidelines in this document to provide additional information regarding required evidence, in accordance with federal regulations, to designated school officials (DSOs) for schools seeking SEVP certification or making updates to the Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student."

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## Section 4: School Calendar, Cost, and Demographics

[Field 4.4 Average Annual Number of Classes](#)

[Field 4.5 Average Annual Number of Students](#)

[Field 4.6 Average Annual Number of Teachers or Instructors](#)

[Field 4.7 Average Annual Number of Non-Teaching Employees](#)

### ***Field 4.4 Average Annual Number of Classes***

- Explanatory Statement for Edits to the Form I-17.

### ***Field 4.5 Average Annual Number of Students***

- Explanatory Statement for Edits to the Form I-17.

### ***Field 4.6 Average Annual Number of Teachers or Instructors***

- Explanatory Statement for Edits to the Form I-17.

### ***Field 4.7 Average Annual Number of Non-Teaching Employees***

- Explanatory Statement for Edits to the Form I-17.



## Accredited Schools Evidence Checklist Form I-17 Sections 5 and 6

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## Section 5/6: Campuses and Instructional Sites and Officials

### Section 5: Campuses and Instructional Sites

- Accreditation.

**NOTE:** The evidence MUST be for the specific location(s) being added or edited on the petition.

- SEVP-identified accrediting agencies (*primary and secondary institutions only*).
- U.S. Department of Education-recognized accrediting agencies (*post-secondary institutions only*).
- Federal Aviation Administration certification (*FAA part 141, 142 schools or both only*).
- Form I-17: Signed.
- Payment.

**NOTE:** If adding a new location or changing the location of a currently approved site, payment must be submitted.

- Program of Study descriptions.

**NOTE:** This evidence is required if a school is seeking to offer programs of study that are not already SEVP-certified at other locations **OR** if there is a change in course offering of the already SEVP-certified programs of study at the new location. If the added or edited location(s) is engaged in programs of study that are currently SEVP-certified, submit a statement attesting to this.

- Removal statement.

**NOTE:** If only removing an instructional site, this piece of evidence is required

- State Recognition or Proof of Exemption.

**NOTE:** The evidence MUST be for the specific location(s) being added or edited on the petition.

### Section 6: Officials

- Form I-17: Signed.
- Proof of U.S. citizenship or Lawful Permanent Resident status.