



## 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."

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
  - .DOC
  - .DOCX
  - .GIF
  - .JPEG
  - .JPG
  - .PDF
  - .PNG
  - .TXT
  - .XLS
  - .XLSX
- 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.



- If your petition was previously cancelled for an incomplete submission, you must upload all evidence again with your new submission.
- 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 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.