

Broadcast Message: Upload Evidence Functionality Live in SEVIS

To: All SEVIS users

Date: Jan. 8, 2018

Re: Upload Evidence Functionality Live in SEVIS

Number: 1801-02

General Information

On Jan. 8, 2018, the Student and Exchange Visitor Program (SEVP) launched a new functionality in the Student and Exchange Visitor Information System (SEVIS) that allows school officials to upload evidence directly to SEVIS for:

- Correction requests.
- Initial SEVP certification.
- SEVP recertification.
- Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student," updates.

SEVP will continue to accept evidence for these requests received via email for **60 calendar days**. However, after **March 8, 2018**, any request requiring evidence that is not submitted via SEVIS will be canceled and schools will need to resubmit and upload the evidence directly to SEVIS.

SEVIS is a secure environment. The parameters for successfully uploading evidence to the system are as follows:

- The file names for each document cannot exceed 60 characters.
- The size of a single document cannot exceed 10 MB.
- The documents cannot be encrypted or password protected.
- The documents must be in one of the following file formats: .DOCX, .DOC, .PDF, .XLS, .XLSX, .JPG, .JPEG, .PNG, .GIF, .TXT or .CSV.

After evidence is uploaded to SEVIS, it cannot be removed or deleted. A list of uploaded evidence will appear in SEVIS, but school officials will not be able to open the listed evidence. Thus, SEVP recommends schools label and store copies of uploaded evidence in a safe location for future reference.

SEVP has updated [ICE.gov](https://ice.dhs.gov), [Study in the States](#) and [SEVIS Help Hub](#) content to reflect the new process. School officials can find step-by-step instructions on the SEVIS Help Hub for uploading evidence for Form I-17 petitions and correction requests. For more information about this process change, please watch the [SEVIS Upload Evidence Webinar](#) on Study in the States.

For information on how to upload Form I-17 and Correction Request Evidence directly into SEVIS, please check the SEVIS Message Board for two instructional messages, “Broadcast Message 1801-03: Upload Form I-17 Evidence Directly into SEVIS” and “Broadcast Message 1801-04: Upload Correction Request Evidence Directly into SEVIS.”

Comments

To comment on this Broadcast Message, please email SEVP@ice.dhs.gov with “Broadcast Message 1801-02 Comment” entered in the subject line.

Disclaimer

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