

Broadcast Message: Requirement to Upload Evidence into SEVIS starts March 8, 2018

To: All SEVIS users

Date: March 6, 2018

Re: Requirement to Upload Evidence into SEVIS starts March 8, 2018

Number: 1803-02

General Information

In January 2018, the Student and Exchange Visitor Program (SEVP) launched 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 and Form I-17, “Petition for Approval of School for Attendance by Nonimmigrant Student,” updates.

After **March 8, 2018**, all evidence must be uploaded directly into SEVIS. If the required evidence is not uploaded into SEVIS, the request will be canceled, and the school will need to resubmit the request and upload the evidence directly into 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 into 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. SEVP recommends that schools label and store copies of their uploaded evidence in a safe location for future reference.

SEVP has updated ICE.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.

Comments

To comment on this Broadcast Message, please email SEVP@ice.dhs.gov with “Broadcast Message 1803-02 Comment” entered in the subject line.

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