



Accredited F and M Post-Secondary Definitions of Evidence

You may submit other evidence to meet the criteria of the items asked for below; SEVP will consider all submitted evidence in adjudication of your petition.

All evidence is subject to verification.

This is the evidence required for filing a Form I-17 petition. This is not an exhaustive list and your school may be asked to provide additional evidence during the certification process.

All evidence listed below must be submitted to initial.sevis@ice.dhs.gov within two business days of submitting the petition in the Student and Exchange Visitor Information System (SEVIS). Petitions belonging to schools that fail to submit evidence to the email address above will be canceled. Failure to submit all of the required evidence for filing may also result in the cancelation of the petition.

This is not an exhaustive list and your school may be asked to provide additional evidence during the certification process.

Signed Form I-17

Submit a **COMPLETE Form I-17**, "Petition for Approval of School for Attendance by Nonimmigrant Student," with Supplement A. Print the entire Form I-17, it must include signatures as follows:

- a. Form I-17 **signed by the President/Owner/Head of school**
- b. Form I-17 Supplement A Designated Official block signed by all P/DSO(s)

Draft versions of the Form I-17 are not accepted.

Evidence of U.S. Citizenship or Lawful Permanent Residency

Submit ONE of the following for each P/DSO :

- a. A copy of U.S. passport (current or expired);
- b. A copy of a certified, registered/recorded, U.S. birth certificate;
- c. A copy of alien registration card;
- d. A copy of naturalization/citizenship certificate.
 - i. If any of the submitted documents contains a name other than those listed on the "Record of Designated School Officials" (Form I-17A), SEVP requires certified evidence of legal name change including any of the following: a copy of a certified court-ordered name change, a copy of a certified registered and recorded certificate of marriage, or a copy of a certified divorce decree in which a name change is awarded.
 - ii. **SEVP WILL NOT ACCEPT** driver's licenses, hospital birth records, or social security cards.



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Evidence of Payment

In order to remit payment, please visit www.pay.gov and in the Search Public Forms box type “SEVIS” and press enter. Click on the link to the form and follow the instructions. Once payment is submitted, upload your Pay.gov Transaction Confirmation Sheet as proof of payment.

Submit evidence from www.pay.gov of the following payments:

- a. \$1,700 for initial filing
- b. \$655 for each initial instructional site listed on the Form I-17B

Evidence of State Licensure or proof of exemption

Submit evidence from your state educational oversight body that shows the school has authorization to operate in the state or is exempt from authorization to operate in the state. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption.

In lieu of state licensing, a postsecondary school which offers courses recognized by a state-approving agency as appropriate for study for veterans under the provisions of 38 U.S.C. 3675 and 3676 may submit a statement of recognition signed by the appropriate official of the state approving agency.

Evidence of Accreditation

Evidence of accreditation which must fulfill the criteria of A, B and/or C:

If more than one applies to the institution, please submit evidence accordingly.

The evidence submitted must indicate the effective/expiration date of accreditation.

- a. Postsecondary Institutions
 - i. A copy of the institution’s certificate of accreditation and/or letter from a U.S. Department of Education (ED)-recognized accrediting agency. The documentation must include evidence of accreditation for all instructional sites at which the school is seeking certification.
- b. Stand-alone ESL schools and/or ESL programs of study
 - ii. A copy of the institution’s certificate of accreditation and/or letter from a U.S. Department of Education (ED)-recognized accrediting body which specifically includes the English language program. The documentation must include evidence of accreditation for all instructional sites where English language training programs are offered.
- c. Flight School
 - iii. Please review the Flight School Definitions of Evidence document for all of the evidence your school will need to provide.



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Evidence regarding Programs of Study

Post-secondary programs based on credit hours:

A statement listing **EACH** program of study for which you are seeking approval to issue Forms I-20. This statement should be submitted in the format below and include the following:

- a. Program name;
- b. Degree type (if non-degree, specify non-degree program type)
- c. Date on which instruction of the program **ORIGINALLY** began at your school;
- d. Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.)
 - i. **NOTE: For F programs only: If, for any of the above programs, there is hybrid and/or online component(s), please indicate the total percentage of hybrid or online instruction for each academic session.**
- e. Total credit hours per academic session and the time necessary to complete the program for a full time student
- f. Instructional sites at which the program will be taught
- g. Admission standards and enrollment criteria
- h. The classification (F or M) that you are seeking for the program of study

Post-secondary programs based on clock hours

A statement listing **EACH** program of study for which you are seeking approval to issue Forms I-20. This statement should be submitted in the format below and include the following:

- a. Program name;
- b. Degree type (if non-degree, specify non-degree program type)
- c. Date on which instruction of the program **ORIGINALLY** began at your school;
- d. Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.)
 - i. **Only for F programs: If, for any of the above programs, there is the possibility for hybrid and/or online instruction, please indicate the total percentage of hybrid or online courses for each academic session.**
- e. Total clock hours per week and number of weeks to complete the program
 - i. Lecture, laboratory or shop hours, employment, internship/externship, and Curricular Practical Training (CPT) **must** be listed separately.
- f. Instructional sites at which the program will be taught
- g. Admission standards and enrollment criteria
- h. The classification (F or M) that you are seeking for the program of study