



## Flight School Definitions of Evidence

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**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](mailto: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](http://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](http://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 FAA Certification**

A current copy of the institution's FAA Part 141 or 142 Air Agency Certificate and a copy of the List of Approved Program(s).

SEVP will not accept provisional licenses; see SEVP Policy Guidance for Adjudicators 1207-04: Flight Training Providers.

### **Evidence regarding Programs of Study**

Use the fillable PDF worksheet titled Programs of Study - Flight School Worksheet. Read, and complete the worksheet in its entirety. A worksheet must be completed for EACH program/rating you are applying to enroll non-immigrant students in. Please make sure to include ALL the ACTUAL hours that students are involved in instruction/lab work at your institution each week and not just the FAA minimum hours. Include actual hours involved in all facets of instruction/lab work, including ground school, flight time, pre/post debriefing, stage checks, and examinations.