



Non Accredited F & 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 in Lieu of Accreditation

All schools that are not accredited by a U.S. Department of Education recognized agency are required to provide letters in lieu of accreditation. For postsecondary institutions and programs that are unsure if they are accredited by a U.S. Department of Education recognized agency, please visit <http://ope.ed.gov/accreditation/Search.aspx> and enter your institution’s or program’s name in the search field.

For all other institutions and programs, if your institution is accredited and you are unsure if the agency is recognized by the U.S. Department of Education, please email schoolcert.sevis@dhs.gov to confirm.

The following details the criteria for evidence in lieu of accreditation.

For F Degree Programs:

- A petitioning school must submit **one letter per program** for which they are seeking certification **AND** must submit a **minimum of three letters**; therefore, if your school (the petitioning school) is seeking certification for only one or two programs of study you will need to submit multiple letters for at least one of your programs to meet the three letter minimum. SEVP will only accept ONE letter from an institution affiliated/associated with the petition school.
- ALL letters must fulfill ALL of the criteria listed below.
The letters must be from different schools attesting they have accepted, and continue to accept, students from your programs and/or credits from your school for each program for which you are petitioning to enroll nonimmigrant students. The receiving schools



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(authors of the letters) must either be owned and operated as public educational institutions/systems or be accredited by a U.S. Department of Education recognized agency.

Each letter must:

- Be on the receiving institution's letterhead
- State the receiving institution's U.S. Department of Education recognized accrediting body
- Include the complete name of the student
- State that the student was accepted from the petitioning school
- State the name of the program the student completed and the degree earned at the petitioning school
- State the date the student completed the program (this date must be within the last two years)
- State the field of study the graduate entered at the receiving school
- Include an actual signature from the author of the letter (emails and email signatures are not sufficient)

For F Non-Degree Programs:

- A petitioning school must submit **one document per program** for which they are seeking certification **AND** must submit a **minimum of three** documents; therefore, if your school (the petitioning school) is seeking certification for only one or two programs of study you will need to submit multiple documents for at least one of your programs to meet the three document minimum. SEVP will only accept ONE document from an institution affiliated/associated with the petitioning school.
- ALL evidence must fulfill ALL of the criteria listed in either "a" or "b" below; the petitioning school can submit a combination of documents from the two categories.

- a) Unconditional Credit Acceptance Letters – Letters must be from different schools attesting they are accepted, and continue to accept, graduates from your programs and/or credits from your school for each program for which you are petitioning to enroll nonimmigrant students. The receiving schools (authors of the letters) must either be owned and operated as public educational institutions/systems or be accredited by a U.S. Department of Education recognized agency.

Each letter must:

- Be on the receiving institution's letterhead
- State the receiving institution's U.S. Department of Education recognized accrediting body
- Include the complete name of the student
- State the name of the program pursued by the student at the petitioning school
- State that credits from the petitioning school's program of study have been accepted and continue to be accepted unconditionally at the receiving school
- State the date the student finished study in the program at the petitioning school (this date must be within the last two years)



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- Include an actual signature from the author of the letter (emails and email signatures are not sufficient)
- b) Articulation and/or Credit Transfer Agreements – Agreements must be with different institutions that are either owned and operated as public educational institutions/systems or be accredited by a U.S. Department of Education recognized agency.

Each agreement must:

- State that credits from the petitioning school have been and continued to be accepted unconditionally by the receiving school
- State, by name, the program(s) for which credits transfer
- State into what programs the credits are accepted at the receiving school
- Be signed by the appropriate persons from both institutions
- Be currently in place and show the date(s) the agreement went into effect

For M Programs:

- A petitioning school must submit **one document per program** for which they are seeking certification **AND** must submit a **minimum of three** documents; therefore, if your school (the petitioning school) is seeking certification for only one or two programs of study you will need to submit multiple documents for at least one of your programs to meet the three document minimum. SEVP will only accept ONE document from an institution affiliated/associated with the petitioning school.
- ALL letters in lieu of accreditation must fulfill ALL of the criteria listed in either “a”, “b” “c” or “d” below;
- The petitioning school can submit a combination of letters from the four categories.
 - a) Unconditional Credit Acceptance Letters – Letters must be from different schools attesting they are accepted, and continue to accept, graduates from your programs and/or credits from your school for each program for which you are petitioning to enroll nonimmigrant students. The receiving schools (authors of the letters) must either be owned and operated as public educational institutions/systems or be accredited by a U.S. Department of Education recognized agency.
Each letter must:
 - Be on the receiving institution’s letterhead
 - State the receiving institution’s U.S. Department of Education recognized accrediting body
 - Include the complete name of the student
 - State the name of the program pursued by the student at the petitioning school
 - State that credits from the petitioning school’s program of study have been accepted and continue to be accepted unconditionally at the receiving school
 - State the date the student finished study in the program at the petitioning school (this date must be within the last two years)
 - Include an actual signature from the author of the letter (emails and email signatures are not sufficient)
 - b) Articulation and/or Credit Transfer Agreements – Agreements must be with different institutions that are either owned and operated as public educational institutions/systems or be accredited by a U.S. Department of Education recognized agency.



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Each agreement must:

- State that credits from the petitioning school have been and continued to be accepted unconditionally by the receiving school
- State, by name, the program(s) for which credits transfer
- State into what programs the credits are accepted at the receiving school
- Be signed by the appropriate persons from both institutions
- Be currently in place and show the date(s) the agreement went into effect

c) Employment letters – these letters must be from different employers.

Each letter must:

- Be written on the company letter head
- Signed by the employer(s) (email and email signatures are not sufficient)
- Include the complete name of the graduate
- Include the name of the petitioning school
- Include the name of the program of study completed
- Include the date the graduate graduated/completed the program of study (this date must be within the last two years)
- Include the dates of employment for the student
- Include the position for which the student was hired
- Attest that graduates of the petitioning school are fully qualified in their field of study as a result of the training gained at the petitioning school

d) If the field of study requires a professional government issued license, SEVP will accept a copy of the graduate's professional license. Please note that the graduate must have graduated/completed the program of study within the last two years.

Support for Students referenced in Letters in lieu of accreditation

F Degree programs– Provide evidence proving each student referenced in the letter in lieu attended the petitioning (**your**) institution and completed the program of study referenced in the letter in lieu of accreditation. The evidence must include program enrollment and completion dates (e.g. transcripts).

F Non-Degree programs – Provide evidence proving each student referenced in the letter in lieu attended the petitioning (**your**) institution and pursued the program of study referenced in the letter in lieu of accreditation. The evidence must include program enrollment and completion/transfer dates (e.g. transcripts).

M programs – Provide evidence proving each student referenced in the letter in lieu attended the petitioning (**your**) institution and completed the program of study referenced in the letter in lieu of accreditation. The evidence must include program enrollment and completion dates (e.g. transcripts). OR provide evidence proving each student referenced in the letter in lieu attended the petitioning (**your**) institution and pursued the program of study referenced in the letter in lieu of accreditation. The evidence must include program enrollment and completion/transfer dates (e.g. transcripts).



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Teacher Qualifications

A statement containing the following information for ALL of your teaching staff:

- a. Educational, vocational or professional qualifications of the teaching staff (by name)
- b. Salaries of each instructor (by name)
- c. Current responsibilities of each member of the teaching staff (by name)
- d. Amount and character of supervisory and consultative services available to students and trainees

Financials

A certified/signed copy of the accountant's last statement of the school's net worth, income, and expenses (no older than one year). Tax documents are NOT accepted.

Facilities

A detailed statement for all locations listed on the Form I-17 Petition to include the following information:

- a. Physical location – Description of the facilities, including the number of classrooms used for instruction, the maximum capacity of each classroom, and the purpose of each classroom (e.g., instruction, lab, computer) and a labeled floor plan of each building and floor.
- b. Capacity – Official document(s) issued by either the fire marshal or other state or county government body indicating the maximum capacity for each building of the school, for each location listed on the Form I-17B.

School Catalog

An electronic copy of the school's most recent school catalog.

Attendance Policy

A detailed statement outlining the school's attendance policy. For many schools, the attendance policy may be found in the school catalog. If the attendance policy is located within the institution's catalog, please note where in the catalog it can be found. If the attendance policy is not included within the catalog, provide documentation outlining the policy.

Grading Policy

A detailed statement outlining the school's grading policy. For many schools, the grading policy may be found in the school catalog. If the grading policy is located within the institution's catalog, please note where in the catalog it can be found. If the grading policy is not included within the catalog, provide documentation outlining the policy.



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Evidence regarding Programs of Study

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

Programs 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. **NOTE: 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 how many weeks to complete the program;
 - ii. **NOTE: Lecture, laboratory or shop hours, employment, internship/externship, and 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