



Accredited School/Program of Study Filing Evidence

This document contains evidence required for adjudication for each Form I-17 section which is being updated. Evidence is listed based on the type of school submitting the update. **PLEASE NOTE:** The evidence listed is not all inclusive and additional evidence may be required upon review of your Form I-17 petition update. **If a school fails to submit the evidence at the same time it submits its update in SEVIS, SEVP may cancel the request and ask that the school resubmit its request with the required evidence**

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Section being updated:

School Officials Section 6

Evidence required per school type:

All Schools
<ol style="list-style-type: none">1. Evidence of U.S. citizenship or lawful permanent residence for each new P/D SO. Submit ONE of the following:<ol style="list-style-type: none">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.<ol style="list-style-type: none">i. NOTE: <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 SEVP requires certified evidence of legal name change including any of the following: a copy of a certified a 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.</i>ii. SEVP WILL NOT ACCEPT <i>driver's licenses, hospital birth records, or social security cards.</i>2. A COMPLETE Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student," with Supplement A. The Form I-17 must include signatures as follows:<ol style="list-style-type: none">a. Form I-17 signed by the P/D SO or the head of schoolb. Form I-17 Supplement A Designated Official block signed by the new P/D SO(s)<ol style="list-style-type: none">i. <i>Note - Instructions to print: For updates petitions, the Form I-17 and all attachments can be printed by logging onto SEVIS and selecting the "Print I-17 Form" radio button.</i>

Section(s) being updated:

PROGRAM S OF STUDY ADDITIONS

- **Approval for Attendance of Students Under Section 1.1**
- **This school is engaged in Section 2.1**
- **Areas of Study Section 2.2**
- **Degrees Available Section 2.3**
- **Course of Study and Time Necessary to Complete Section 2.4**

Evidence required per school type:

Accredited Higher Ed Programs (F Classification)
<ol style="list-style-type: none">1. Programs of Study (Post-secondary programs based on credit hours) A statement listing EACH new program of study for which you are seeking approval to issue Forms I-20. This statement should be submitted <u>in the format below</u> and include the following:<ul style="list-style-type: none">● Program name;● Degree type (if non-degree, specify non-degree program type);



- The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
 - Date on which instruction of the program **ORIGINALLY** began at your school;
 - Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.);
 - **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.**
 - Total credit hours per academic session and the time necessary to complete the program for a full time student;
 - Instructional sites at which the program will be taught;
 - Admission standards and enrollment criteria.
2. Programs of Study (Post-secondary programs **based on clock hours**) A statement listing **EACH** new 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:
- Program name;
 - Degree type (if non-degree, specify non-degree program type);
 - The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
 - Date on which instruction of the program **ORIGINALLY** began at your school;
 - Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.);
 - **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.**
 - Total clock hours per week and how many weeks to complete the program;
 - **NOTE: Lecture, laboratory or shop hours, employment, internship/externship, and CPT must be listed separately.**
 - Instructional sites at which the program will be taught;
 - Admission standards and enrollment criteria.
3. Evidence from your state educational oversight body that shows **approval of the new program(s) or exemption from such approvals**. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption. **NOTE: 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.**
4. Submit a copy of your certificate of accreditation and/or letter granting **approval of the new programs**.

Accredited Vocational Programs (M Classification)

1. Programs of Study (Post-secondary programs **based on credit hours**) A statement listing **EACH** new 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:
- Program name;
 - Degree type (if non-degree, specify non-degree program type);
 - The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
 - Date on which instruction of the program **ORIGINALLY** began at your school;



- 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.
 - Total credit hours per academic session and the time necessary to complete the program for a full time student;
 - Instructional sites at which the program will be taught;
 - Admission standards and enrollment criteria.
2. **Programs of Study (Post-secondary programs based on clock hours)** A statement listing **EACH** new 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:
- Program name;
 - Degree type (if non-degree, specify non-degree program type);
 - The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
 - Date on which instruction of the program **ORIGINALLY** began at your school;
 - 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.
 - Total clock hours per week and how many weeks to complete the program;
 - i. **NOTE:** Lecture, laboratory or shop hours, employment, internship/externship, and CPT must be listed separately.
 - Instructional sites at which the program will be taught;
 - Admission standards and enrollment criteria.
3. Evidence from your state educational oversight body that shows **approval of the new program(s) or exemption from such approvals**. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption. **NOTE:** 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.
4. Submit a copy of your certificate of accreditation and/or letter granting **approval of the new programs**.

Accredited K-12

1. A statement listing **EACH** new program(s) for which you are seeking approval. This statement should be submitted in the format below and include the following:
- Specific grade levels
 - Degree type (if non-degree, specify non-degree program type)
 - Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.)
 - Time necessary to complete each grade level (i.e. "Grade level 8 – 1 year")
 - Date on which instruction in each program **ORIGINALLY** began.
 - Instructional sites at which the program will be taught;
 - Admission standards and enrollment criteria
2. Evidence from your state educational oversight body that shows **approval of the new program(s) or**



exemption from such approvals. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption.

3. Submit a copy of your certificate of accreditation and/or letter granting approval of the new programs.

Flight Training

1. Submit a current copy of the school's FAA Air Agency Certificate under part 141 or Training Center Certification under part 142 and an enclosed FAA letter/list of approved programs.
 - SEVP will not accept provisional licenses, see <https://www.ice.gov/doclib/sevis/pdf/sevp-policy-guidance-flight-training-providers.pdf>
2. 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. *NOTE: 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.*
3. 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 new 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.

Accredited English Language Training

1. A statement listing **EACH** new 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:
 - Program name;
 - Degree type (if non-degree, specify non-degree program type);
 - The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
 - Date on which instruction of the program **ORIGINALLY** began at your school;
 - Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.);
 - Program Hours:
 - For programs where there is a difference between coursework conducted in clock and credit hours (i.e., one program component is calculated in clock hours and another in credit hours), the school must provide SEVP evidence showing equivalency to meet the clock hour requirements of 8 CFR 214.2(f)(6)(i)(D) from a combination of the two components.
 - Total credit hours per academic session and the time necessary to complete the program for a full time student;
 - Total clock hours per week and how many weeks to complete the program;
NOTE: Lecture, lab, employment, internship/externship, and CPT must be listed separately.
 - Instructional sites at which the program will be taught;
 - Admission standards and enrollment criteria.
2. A **signed** statement from the Owner, President, or Head of School of your institution stating that the English language training program provided is university governed and operated.



- Evidence from your state educational oversight body that shows **approval of the new program(s) or exemption from such approvals**. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption. **NOTE:** *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.*
- Submit a copy of your certificate of accreditation and/or letter granting approval of the new programs.

Section being updated:

Name of School or School System Section 1.2

Evidence required per school type:

**Accredited Higher Ed (F Classification)/
Vocational (M Classification)/
Accredited K-12**

- Submit a copy of your certificate of accreditation and/or letter **granting approval of the name change**.
- Evidence from your state educational oversight body that **shows approval of the new name of school 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. **NOTE:** *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.*

Flight Training School

- Submit a current copy of the school's FAA Air Agency Certificate under part 141 or Training Center Certification under part 142 and an enclosed FAA letter/list of approved programs **which recognizes the school's new name**.
 - SEVP will not accept provisional licenses, see <https://www.ice.gov/doclib/sevis/pdf/sevp-policy-guidance-flight-training-providers.pdf>
- Evidence from your state educational oversight body that **shows approval of the new name of school 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. **NOTE:** *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.*



Section being updated:

Mailing Address of the School Section 1.4

Evidence required per school type:

All Schools

1. A statement confirming the new mailing address.

Section being updated:

School Type Section 1.8

Evidence required per school type:

All Schools

1. A statement signed by the PDSO/Head of School detailing the nature of the change from a (Public/Private, for profit/Private, non-profit/Private, unspecified) institution and the reasons the institution is now recognized as a (Public/Private, for profit/Private, non-profit/Private, unspecified) institution.

Section being updated:

Physical Location of the School Section 1.7

Proof of Payment:

All Schools

Your institution MUST do ONE of the following in order to proceed with processing your pending update.

If there has not been an actual change of location, please submit evidence that location has not changed. Examples of this evidence include approval from the US Postal Service, evidence of ownership or leasing information, or a current campus map.

OR

Remit payment in the amount of \$655.00. Please go to www.pay.gov, in the Search Public Forms box, type SEVIS and enter. Click on the link to the form and follow the instructions. Send an e-mail to UPDATE.RFP@ICE.DHS.GOV containing the following:

- a. NAME OF SCHOOL



- b. SCHOOL CODE
- c. PAY.GOV TRACKING ID
- d. REFERENCE: LOCATION CHANGE

Evidence required per school type if an actual change in location occurred:

**Accredited Higher Ed (F Classification)/
Accredited Vocational (M Classification)/
Accredited K-12**

1. Evidence from your state educational oversight body that **shows approval of each new location under the names and at the respective location addresses listed on the petition or exemption from such approvals**. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption. *NOTE: 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.*
2. Submit a copy of your certificate of accreditation and/or letter **granting approval of the new location**.

Flight Training

1. Evidence from your state educational oversight body that **shows approval of each new location under the names and at the respective location addresses listed on the petition or exemption from such approvals**. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption. *NOTE: 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.*
2. Submit a current copy of the school's FAA Air Agency Certificate under part 141 or Training Center Certification under part 142 and an enclosed FAA letter/list of approved programs **which recognizes the new location**.
3. SEVP will not accept provisional licenses; see <https://www.ice.gov/doclib/sevis/pdf/sevp-policy-guidance-flight-training-providers.pdf>

Section being updated:

Private School Owner Change in Ownership or Control Section 1.9

Proof of Payment:

All Schools

Your institution MUST do ONE of the following in order to order to proceed with processing your pending update.

If there has not been an actual change of ownership, please submit evidence that ownership has not changed since Initial SEVP Certification in (YEAR OF CERTIFICATION). Examples of this evidence include Articles of



Incorporation, Articles of Amendment, bill of sale, or shareholder documents. These items **MUST** be scanned and the attachments sent as a response to this e-mail.

OR

Remit payment in the amount of \$1,700.00. Please go to www.pay.gov, in the Search Public Forms box, type SEVIS and enter. Click on the link to the form and follow the instructions. Send an e-mail to

UPDATE.RFP@ICE.DHS.GOV containing the following:

- a. NAME OF SCHOOL
- b. SCHOOL CODE
- c. PAY.GOV TRACKING ID
- d. REFERENCE: OWNERSHIP CHANGE

Evidence required per school type if an actual change in ownership took place:

**Accredited Higher Ed Programs (F Classification)/
Accredited Vocational Programs (M Classification)**

1. 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:
 - Program name;
 - Degree type (if non-degree, specify non-degree program type);
 - The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
 - Date on which instruction of the program **ORIGINALLY** began at your school;
 - 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.
 - Total credit hours per academic session and the time necessary to complete the program for a full time student;
 - Instructional sites at which the program will be taught;
 - Admission standards and enrollment criteria.
2. 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:
 - Program name;
 - Degree type (if non-degree, specify non-degree program type);
 - The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
 - Date on which instruction of the program **ORIGINALLY** began at your school;
 - 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.
 - Total clock hours per week and how many weeks to complete the program;
 - i. **NOTE:** Lecture, laboratory or shop hours, employment, internship/externship, and



CPT must be listed separately.

- Instructional sites at which the program will be taught;
 - Admission standards and enrollment criteria.
3. Evidence from your state educational oversight body that **shows approval of the new ownership changes and that the school remains authorized to operate in the state or exemption from such approvals and authorization.** If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption.
- NOTE: 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.*
4. Submit a copy of your certificate of accreditation and/or letter granting approval of the new ownership.
5. Legal documentation demonstrating ownership of the school (e.g., articles of incorporation showing share ownership, share purchase agreements, limited partnership or partnership agreement, sole proprietorship documents, and/or most recent Bill of Sale).
6. A **COMPLETE Form I-17**, "Petition for Approval of School for Attendance by Nonimmigrant Student," with Supplements A. The Form I-17 must include signatures as follows:
- Form I-17 signed by the President/Owner/Head of School
 - Form I-17 Supplement A Designated Official block signed by all P/DSO(s)
 - i. *Note - Instructions to print: For updates petitions, the Form I-17 and all attachments can be printed by logging onto SEVIS and selecting the "Print I-17 Form" radio button.*

Accredited K-12

1. A statement listing **EACH** program for which you are seeking approval. This statement should be submitted in the format below and include the following:
- Specific grade levels
 - Degree type (if non-degree, specify non-degree program type)
 - Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.)
 - Time necessary to complete each grade level (i.e. "Grade level 8 – 1 year")
 - Date on which instruction in each program **ORIGINALLY** began.
 - Instructional sites at which the program will be taught;
 - Admission standards and enrollment criteria
2. Evidence from your state educational oversight body that **shows approval of the new ownership changes and that the school remains authorized to operate in the state or exemption from such approvals and authorization.** If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption.
3. Submit a copy of your certificate of accreditation and/or letter granting approval of the new ownership.
4. Legal documentation demonstrating ownership of the school (e.g., articles of incorporation showing share ownership, share purchase agreements, limited partnership or partnership agreement, sole proprietorship documents, and/or most recent Bill of Sale).



5. A **COMPLETE Form I-17**, "Petition for Approval of School for Attendance by Nonimmigrant Student," with Supplements A. The Form I-17 must include signatures as follows:
 - Form I-17 signed by the President/Owner/Head of School
 - Form I-17 Supplement A Designated Official block signed by all P/DSO(s)
 - i. *Note - Instructions to print: For updates petitions, the Form I-17 and all attachments can be printed by logging onto SEVIS and selecting the "Print I-17 Form" radio button.*
6. A statement, signed by the PDSO and head of school, attesting that your institution will not issue Forms I-20 for Pre-K students.

Flight Training

1. Submit a current copy of the school's FAA Air Agency Certificate under part 141 or Training Center Certification under part 142 and an enclosed FAA letter/list of approved programs **under the new ownership**.
 - SEVP will not accept provisional licenses, see <https://www.ice.gov/doclib/sevis/pdf/sevp-policy-guidance-flight-training-providers.pdf>
2. 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.
3. Evidence from your state educational oversight body that shows **approval of the new ownership changes and that the school remains authorized to operate in the state or exemption from such approvals and authorization**. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption. **NOTE: 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.**
4. Legal documentation demonstrating ownership of the school (e.g., articles of incorporation showing share ownership, share purchase agreements, limited partnership or partnership agreement, sole proprietorship documents, and/or most recent Bill of Sale).
5. A **COMPLETE Form I-17**, "Petition for Approval of School for Attendance by Nonimmigrant Student," with Supplements A. The Form I-17 must include signatures as follows:
 - Form I-17 signed by the President/Owner/Head of School
 - Form I-17 Supplement A Designated Official block signed by all P/DSO(s)
 - i. *Note - Instructions to print: For updates petitions, the Form I-17 and all attachments can be printed by logging onto SEVIS and selecting the "Print I-17 Form" radio button.*



Section being updated:

State Licensure Section 3.4

Evidence required per school type:

All Schools

1. 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. *NOTE: 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.*

Section being updated:

National Accreditation Section 3.2 (Dept. of ED) or Section 3.3 (SEVP Identified)

Evidence required per school type:

**Accredited Higher Ed (F Classification)/
Accredited Vocational (M Classification)/
Accredited K-12/ Public High School 9-12**

1. Evidence of accreditation which must fulfill the criteria of A, B, C, D, or E:
Note: If more than one applies to the institution, please submit evidence accordingly. The evidence submitted must indicate the effective/expiration date of accreditation.
 - 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
 - ESL
 - i. 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.
 - Private Elementary and Secondary Institutions
 - i. A copy of the institution's certificate of accreditation and/or letter from a SEVP-identified accrediting agency
 - Public High Schools
 - i. If applicable, Public High Schools may submit evidence of the institution's certificate of accreditation and/or letter from a SEVP-identified accrediting agency.



Section being updated:

FAA Certification Section 3.6

Evidence required per school type:

Flight Training

1. Submit a current copy of the school's FAA Air Agency Certificate under part 141 or Training Center Certification under part 142 and an enclosed FAA letter/list of approved programs. SEVP will not accept provisional licenses; see <https://www.ice.gov/doclib/sevis/pdf/sevp-policy-guidance-flight-training-providers.pdf>

Section being updated:

Average Annual Numbers Sections 4.4-4.7

Evidence required per school type:

All Schools

1. A **signed** statement explaining any increase or decrease in the number of students, teachers, and/or classes.

Section being updated:

Campuses and Instructional Sites Section 5

Evidence required per school type:

**Accredited Higher Ed (F Classification)/
Accredited Vocational (M Classification)**

1. 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 at each new instructional site. 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.



2. 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 at each new instructional site. 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;
 - i. **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.
3. Evidence from your state educational oversight body that **shows approval of each new instructional site under the names and at the respective location addresses listed on the petition or exemption from such approvals**. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption. **NOTE:** *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.*
4. Submit a copy of your certificate of accreditation and/or letter granting approval of the new **instructional site**.

Accredited K-12

1. A statement listing **EACH** program of study for which you are seeking approval to issue Forms I-20 at each new instructional site. This statement should be submitted in the format below and include the following:
 - Specific grade levels
 - Degree type (if non-degree, specify non-degree program type)
 - Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.)
 - Time necessary to complete each grade level (i.e. "Grade level 8 – 1 year")
 - Date on which instruction in each program **ORIGINALLY** began.
 - Instructional sites at which the program will be taught;
 - Admission standards and enrollment criteria
2. Evidence from your state educational oversight body that shows approval of each new location/instructional site under the names and at the respective location addresses listed on the petition or exemption from such approvals. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption.
3. Submit a copy of your certificate of accreditation and/or letter granting approval of the new location

Flight Training

1. Evidence from your state educational oversight body that **shows approval of each new location/instructional site under the names and at the respective location addresses listed on the**



petition or exemption from such approvals. If applicable, the evidence submitted must indicate the effective/expiration date of state licensure or exemption. **NOTE:** *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.*

2. Submit a current copy of the school's FAA Air Agency Certificate under part 141 or Training Center Certification under part 142 and an enclosed FAA letter/list of approved programs **under each new location/instructional site.** SEVP will not accept provisional licenses; see <https://www.ice.gov/doclib/sevis/pdf/sevp-policy-guidance-flight-training-providers.pdf>

Section(s) being updated (REMOVAL OF PROGRAM(S) FROM THE FOLLOWING SECTION(S):

- Approval for Attendance of Students Under Section 1.1
- This school is engaged in Section 2.1
- Areas of Study Section 2.2
- Degrees Available Section 2.3
- Course of Study and Time Necessary to Complete Section 2.4

Evidence required per school type:

All Schools

1. A statement signed by the PDSO verifying that nonimmigrant students are no longer enrolled in and your school will no longer issue Forms I-20 for these program(s).

Section being updated (REMOVAL OF CAMPUSES AND INSTRUCTIONAL SITES(S):

Removal of Campuses and Instructional Sites Section 5

Evidence required per school type:

All Schools

1. A statement signed by the PDSO verifying that nonimmigrant students are no longer enrolled at and your school will no longer issue Forms I-20 for these instructional site(s).