



## Non 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**

### Table of Contents

#### Section(s) being updated:

- [School Officials Section 6](#) p. 2
- [PROGRAM S OF STUDY ADDITIONS](#) pp. 3-10
  - [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](#)
- [Name of School or School System Section 1.2](#) p. 10
- [Mailing Address of the School Section 1.4](#) p. 11
- [School Type Section 1.8](#) p. 11
- [Physical Location of the School Section 1.7](#) pp. 11-12
- [Private School Owner Change in Ownership or Control Section 1.9](#) pp. 12-29
- [State Licensure Section 3.4](#) p. 30
- [Average Annual Numbers Sections 4.4-4.7](#) p. 30
- [Campuses and Instructional Sites Section 5](#) pp. 30-37
- [Removal/Loss of National Accreditation](#)  
Section 3.2 (Dept. of ED) or Section 3.3 (SEVP Identified) pp. 38-49
- [PROGRAMS OF STUDY REMOVALS](#) p. 50
  - [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](#)
- [Removal of Campuses and Instructional Sites Section 5](#) p. 50



**Section being updated:**

**School Officials Section 6**

**Evidence required per school type:**

**All Schools**

1. Evidence of U.S. citizenship or lawful permanent residence for each new P/DSO. Submit ONE of the following:
  - 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. **NOTE:** *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.*
    - ii. **SEVP WILL NOT ACCEPT** *driver’s licenses, hospital birth records, or social security cards.*
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:
  - a. Form I-17 signed by the PDSO or the head of school
  - b. Form I-17 Supplement A Designated Official block signed by the new 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(s) being updated:**

**PROGRAM S OF STUDY ADDITIONS**

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

**Evidence required per school type:**

**Non-Accredited Higher Ed Programs (F 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*
  - f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*
  - f. 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.*
  - g. Instructional sites at which the program will be taught;
  - h. 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. 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.
  5. An electronic copy of the school’s most recent school catalog.
  6. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in “a” or “b” below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.
    - a. Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
      - Letters must be on the accepting institution’s letterhead and include signature(s) of the appropriate school official(s);
      - The name of the accepting school’s US Department of Education recognized accrediting body;
      - Name of the petitioning institution;
      - Student’s name;
      - Program of study pursued at the petitioning school and program of study entered at the accepting school;
      - Student’s graduation/transfer date;
      - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
      - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
    - b. Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education



recognized accrediting agency. Articulation agreement(s) must indicate the following:

- Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
- Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
- Signatures of the appropriate school officials at both of the schools involved.

### **Non-Accredited Seminary and Fine Arts (F 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:
  - a) Program name;
  - b) Degree type (if non-degree, specify non-degree program type);
  - c) The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d) Date on which instruction of the program **ORIGINALLY** began at your school;
  - e) 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.**
  - f) Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g) Instructional sites at which the program will be taught;
  - h) 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:
  - a) Program name;
  - b) Degree type (if non-degree, specify non-degree program type);
  - c) The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d) Date on which instruction of the program **ORIGINALLY** began at your school;
  - e) 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.**
  - f) 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.**
  - g) Instructional sites at which the program will be taught;
  - h) 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. 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.
5. An electronic copy of the school's most recent school catalog.
6. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a", "b", or "c" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.
  - a) Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
    - Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
    - The name of the accepting school's US Department of Education recognized accrediting body;
    - Name of the petitioning institution;
    - Student's name;
    - Program of study pursued at the petitioning school and program of study entered at the accepting school;
    - Student's graduation/transfer date;
    - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
    - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
  - b) Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education recognized accrediting agency. Articulation agreement(s) must indicate the following:
    - Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;



- Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
  - Signatures of the appropriate school officials at both of the schools involved.
- c) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
- Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school;
  - Student's graduation date;
  - Position for which the student was hired;
  - Dates of employment;
  - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

#### **Non-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.);
    - **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. 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.
5. An electronic copy of the school's most recent school catalog.
6. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a" or "b" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter must be from a different employer. Each license must be for a different student. SEVP seeks documentation pertaining to students that have graduated within the past two years. Additionally, only ONE document from an employer affiliated with the petitioning school will be accepted.
- a) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
- Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school;
  - Student's graduation date;
  - Position for which the student was hired;
  - Dates of employment;





- The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
- b) Professional license requirements:
- A copy of professional license issued by the local, state, or federal government;
  - For each license, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

### Non-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. 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.
4. An electronic copy of the school’s most recent school catalog.
5. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. If the petitioning school is a high school, college acceptance letters that support the school’s graduates are permitted. Additionally, only **ONE** document from an institution affiliated with the petitioning school will be accepted.

Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:



- Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
- The name of the accepting school's US Department of Education recognized accrediting body;
- Name of the petitioning institution;
- Student's name;
- Program of study pursued at the petitioning school and program of study entered at the accepting school;
- Student's graduation/transfer date;
- The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
- For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

**Section being updated:**

**Name of School or School System Section 1.2**

**Evidence required per school type:**

**All Schools**

1. Legal proof of the school's name change (i.e., Articles of Incorporation, non-profit meeting minutes, and shareholder documents).
2. 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](http://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](mailto: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:**

**All Schools**

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. 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.
3. Proof of relocation, which may include ONE of the following: a lease, business license, or occupancy certificate.
4. A detailed statement for all locations listed on the Form I-17 Petition to include the following information:
  - 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.
  - 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-17.

**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 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](http://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](mailto: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:**

**Non-Accredited Higher Ed Programs (F 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.
  - f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.
  - f. 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.*
- g. Instructional sites at which the program will be taught;
  - h. Admission standards and enrollment criteria.
3. 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).
  4. 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.*
  5. 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
  6. 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.
  7. 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-17.
  8. An electronic copy of the school's most recent school catalog.
  9. 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.
  10. 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.

11. If renting or leasing space, provide a copy of the rental or lease agreement.
12. A detailed statement certifying the number of students currently enrolled.
13. A list of all instructional sites for which you are petitioning to enroll nonimmigrant students and all sites where nonimmigrant student records are kept.
14. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a" or "b" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.
  - a) Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
    - Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
    - The name of the accepting school's US Department of Education recognized accrediting body;
    - Name of the petitioning institution;
    - Student's name;
    - Program of study pursued at the petitioning school and program of study entered at the accepting school;
    - Student's graduation/transfer date;
    - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
    - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
  - b) Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education recognized accrediting agency. Articulation agreement(s) must indicate the following:
    - Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
    - Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
    - Signatures of the appropriate school officials at both of the schools involved.



15. A statement signed by the PDSO indicating whether the new owner of your institution owns any other schools or educational institutions.
16. 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:
  - 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)
    - *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.*

### **Non-Accredited Seminary and Fine Arts (F-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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*
  - f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*





- f. 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.*
  - g. Instructional sites at which the program will be taught;
  - h. Admission standards and enrollment criteria.
3. 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).
  4. 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.*
  5. 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
  6. 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.
  7. 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-17
  8. An electronic copy of the school's most recent school catalog.
  9. 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.



10. 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.
11. A statement signed by the PDSO listing the program(s) that will be eligible for F classification and the program(s) that will be M classification, if applicable.
12. If renting or leasing space, provide a copy of the rental or lease agreement.
13. A detailed statement certifying the number of students currently enrolled.
14. A list of all instructional sites for which you are petitioning to enroll nonimmigrant students and all sites where nonimmigrant student records are kept.
15. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a", "b", or "c" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.
  - a) Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
    - Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
    - The name of the accepting school's US Department of Education recognized accrediting body;
    - Name of the petitioning institution;
    - Student's name;
    - Program of study pursued at the petitioning school and program of study entered at the accepting school;
    - Student's graduation/transfer date;
    - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
    - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
  - b) Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education recognized accrediting agency. Articulation agreement(s) must indicate the following:
    - Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
    - Credits from the petitioning school are unconditionally recognized by and



- transferrable to the accepting school;
- Signatures of the appropriate school officials at both of the schools involved.
- c) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
- Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school;
  - Student's graduation date;
  - Position for which the student was hired;
  - Dates of employment;
  - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
16. A statement signed by the PDSO indicating whether the new owner of your institution owns any other schools or educational institutions.
17. 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:
- 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)
    - *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.*

#### **Non-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. 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. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*
  - f. Total credit hours per academic session and the time necessary to complete the program for a full time student;



- g. Instructional sites at which the program will be taught;
    - h. 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*
  - f. 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.*
  - g. Instructional sites at which the program will be taught;
  - h. Admission standards and enrollment criteria.
3. 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).
4. 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.*
5. 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
6. 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.



7. 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-17.
8. An electronic copy of the school’s most recent school catalog.
9. 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.
10. 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.
11. A statement signed by the PDSO listing the program(s) that will be eligible for F classification and the program(s) that will be M classification, if applicable.
12. If renting or leasing space, provide a copy of the rental or lease agreement.
13. A detailed statement certifying the number of students currently enrolled.
14. Submit a list of all instructional sites for which you are petitioning to enroll nonimmigrant students and all sites where nonimmigrant student records are kept.
15. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in “a” or “b” below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter must be from a different employer. Each license must be for a different student. SEVP seeks documentation pertaining to students that have graduated within the past two years. Additionally, only ONE document from an employer affiliated with the petitioning school will be accepted.
  - a) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
    - Letters must be on the employer’s letterhead and include signature(s) of the appropriate individual(s);
    - Name of the petitioning institution;



- Student's name;
  - Program of study pursued at the petitioning school;
  - Student's graduation date;
  - Position for which the student was hired;
  - Dates of employment;
  - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
- b) Professional license requirements:
- A copy of professional license issued by the local, state, or federal government;
  - For each license, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

16. A statement signed by the PDSO indicating whether the new owner of your institution owns any other schools or educational institutions.

17. 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:

- a. Form I-17 signed by the PDSO or the head of school
- b. Form I-17 Supplement A Designated Official block signed by all P/D SO(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.*

#### **Non-Accredited (F and M Classifications)**

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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.
  - f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*
  - f. 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.*
  - g. Instructional sites at which the program will be taught;
  - h. Admission standards and enrollment criteria.
3. If applicable, a statement signed by the PDSO listing the program(s) that will be eligible for F classification and the program(s) remaining under M classification.
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. 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.*
6. 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
7. 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.



8. 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-17.
9. An electronic copy of the school’s most recent school catalog.
10. 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.
11. 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.
12. If renting or leasing space, provide a copy of the rental or lease agreement.
13. A detailed statement certifying the number of students currently enrolled.
14. Submit a list of all instructional sites for which you are petitioning to enroll nonimmigrant students and all sites where nonimmigrant student records are kept.
15. For your school’s F-1, academic, programs of study (for Masters, PhD, Seminary, or Fine Arts Programs): Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in “a” or “b” below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.
  - a) Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
    - Letters must be on the accepting institution’s letterhead and include signature(s) of the appropriate school official(s);
    - The name of the accepting school’s US Department of Education recognized





- accrediting body;
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school and program of study entered at the accepting school;
  - Student's graduation/transfer date;
  - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
- b) Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education recognized accrediting agency. Articulation agreement(s) must indicate the following:
- Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
  - Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
  - Signatures of the appropriate school officials at both of the schools involved.

16. For your school's F-1 (academic) Masters, PhD, Seminary, or Fine Arts Programs: Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a", "b", or "c" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.

- a) Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
- Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
  - The name of the accepting school's US Department of Education recognized accrediting body;
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school and program of study entered at the accepting school;
  - Student's graduation/transfer date;
  - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
- b) Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education



recognized accrediting agency. Articulation agreement(s) must indicate the following:

- Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
  - Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
  - Signatures of the appropriate school officials at both of the schools involved.
- c) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
- Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school;
  - Student's graduation date;
  - Position for which the student was hired;
  - Dates of employment;
  - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

17. For your school's M-1, vocation/technical, programs of study: Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a" or "b" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter must be from a different employer. Each license must be for a different student. SEVP seeks documentation pertaining to students that have graduated within the past two years. Additionally, only ONE document from an employer affiliated with the petitioning school will be accepted.

- a) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
- Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school;
  - Student's graduation date;
  - Position for which the student was hired;
  - Dates of employment;
  - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
- b) Professional license requirements:
- A copy of professional license issued by the local, state, or federal government;
  - For each license, submit evidence that the referenced student completed the



program at the petitioning school (e.g. transcripts or diploma copies).

18. A statement signed by the PDSO indicating whether the new owner of your institution owns any other schools or educational institutions.
19. 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:
  - 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)
    - 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.*

#### Non-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:
  - a. Specific grade levels
  - b. Degree type (if non-degree, specify non-degree program type)
  - c. Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.)
  - d. Time necessary to complete each grade level (i.e. "Grade level 8 – 1 year")
  - e. Date on which instruction in each program **ORIGINALLY** began.
  - f. Instructional sites at which the program will be taught;
  - g. Admission standards and enrollment criteria
2. 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).
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.
4. 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
5. 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.



6. 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-17.
7. An electronic copy of the school’s most recent school catalog.
8. 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.
9. 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.
10. If renting or leasing space, provide a copy of the rental or lease agreement.
11. A detailed statement certifying the number of students currently enrolled in each grade level.
12. A list of all instructional sites for which you are petitioning to enroll nonimmigrant students and all sites where nonimmigrant student records are kept.
13. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. If the petitioning school is a high school, college acceptance letters that support the school’s graduates are permitted. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.

Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:

- Letters must be on the accepting institution’s letterhead and include signature(s) of the appropriate school official(s);
- The name of the accepting school’s US Department of Education recognized accrediting body;



- Name of the petitioning institution;
- Student's name;
- Program of study pursued at the petitioning school and program of study entered at the accepting school;
- Student's graduation/transfer date;
- The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
- For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

14. A statement signed by the PDSO indicating whether the new owner of your institution owns any other schools or educational institutions.

15. 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:

- 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/D SO(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.*

16. A statement, signed by the PDSO and head of school, attesting that your institution will not issue Forms I-20 for Pre-K students.



**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. <i>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.</i>

**Section being updated:**

**Average Annual Numbers Sections 4.4-4.7**

**Evidence required per school type:**

All Schools
1. A <b>signed</b> 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:**

Non-Accredited Higher Ed (F Classification)
1. <u>Programs of Study (Post-secondary programs based on credit hours)</u> A statement listing <b>EACH</b> 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: <ol style="list-style-type: none"><li>Program name;</li><li>Degree type (if non-degree, specify non-degree program type);</li><li>The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.</li><li>Date on which instruction of the program <b>ORIGINALLY</b> began at your school;</li></ol>



- e. 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.
  - f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
- a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.
  - f. 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.
  - g. Instructional sites at which the program will be taught;
  - h. 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. 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.
5. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a" or "b" below are required. Each program for which you are



petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.

- a) Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
  - Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
  - The name of the accepting school's US Department of Education recognized accrediting body;
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school and program of study entered at the accepting school;
  - Student's graduation/transfer date;
  - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
- b) Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education recognized accrediting agency. Articulation agreement(s) must indicate the following:
  - Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
  - Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
  - Signatures of the appropriate school officials at both of the schools involved.

### **Non-Accredited Seminary and Fine Arts (F-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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*

- f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*
  - f. 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.*
  - g. Instructional sites at which the program will be taught;
  - h. 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. 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.
  
5. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a", "b", or "c" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years.



Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.

- a) Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
  - Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
  - The name of the accepting school's US Department of Education recognized accrediting body;
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school and program of study entered at the accepting school;
  - Student's graduation/transfer date;
  - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
- b) Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education recognized accrediting agency. Articulation agreement(s) must indicate the following:
  - Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
  - Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
  - Signatures of the appropriate school officials at both of the schools involved.
- c) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
  - Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school;
  - Student's graduation date;
  - Position for which the student was hired;
  - Dates of employment;
  - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

**Non-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. 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. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.
  - f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.
  - f. 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.
  - g. Instructional sites at which the program will be taught;
  - h. 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. 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.
5. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a" or "b" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter must be from a different employer. Each license must be for a different student. SEVP seeks documentation pertaining to students that have graduated within the past two years. Additionally, only ONE document from an employer affiliated with the petitioning school will be accepted.
  - a) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
    - Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
    - Name of the petitioning institution;
    - Student's name;
    - Program of study pursued at the petitioning school;
    - Student's graduation date;
    - Position for which the student was hired;
    - Dates of employment;
    - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
    - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
  - b) Professional license requirements:
    - A copy of professional license issued by the local, state, or federal government;
    - For each license, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

#### **Non-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:
  - a. Specific grade levels
  - b. Degree type (if non-degree, specify non-degree program type)
  - c. Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.)
  - d. Time necessary to complete each grade level (i.e. "Grade level 8 – 1 year")
  - e. Date on which instruction in each program **ORIGINALLY** began.
  - f. Instructional sites at which the program will be taught;
  - g. Admission standards and enrollment criteria
2. 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.

3. 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.
4. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. If the petitioning school is a high school, college acceptance letters that support the school's graduates are permitted. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.

Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:

- Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
- The name of the accepting school's US Department of Education recognized accrediting body;
- Name of the petitioning institution;
- Student's name;
- Program of study pursued at the petitioning school and program of study entered at the accepting school;
- Student's graduation/transfer date;
- The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
- For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).



**Section being updated:**

**Removal/Loss of National Accreditation Section 3.2 (Dept. of ED) or Section 3.3 (SEVP Identified)**

**Evidence required per school type:**

**Non-Accredited Higher Ed Programs (F 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*
  - f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*
  - f. 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.*
  - g. Instructional sites at which the program will be taught;
  - h. 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 a agency.*
4. An electronic copy of the school's most recent school catalog.
5. 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.
6. 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.
7. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a" or "b" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.
  - a) Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
    - Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
    - The name of the accepting school's US Department of Education recognized accrediting body;
    - Name of the petitioning institution;
    - Student's name;
    - Program of study pursued at the petitioning school and program of study entered at the accepting school;
    - Student's graduation/transfer date;
    - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
    - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
  - b) Articulation agreement(s) between the petitioning school and a school owned or operated



as a public educational institution or accredited by a US Department of Education recognized accrediting agency. Articulation agreement(s) must indicate the following:

- Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
- Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
- Signatures of the appropriate school officials at both of the schools involved.

### **Non-Accredited Seminary and Fine Arts (F-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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.
  - f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.
  - f. 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.
  - g. Instructional sites at which the program will be taught;





- h. 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. 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
  5. An electronic copy of the school's most recent school catalog.
  6. 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.
  7. 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.
  8. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a", "b", or "c" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.
    - a) Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
      - Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
      - The name of the accepting school's US Department of Education recognized accrediting body;
      - Name of the petitioning institution;



- Student's name;
  - Program of study pursued at the petitioning school and program of study entered at the accepting school;
  - Student's graduation/transfer date;
  - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
- b) Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education recognized accrediting agency. Articulation agreement(s) must indicate the following:
- Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
  - Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
  - Signatures of the appropriate school officials at both of the schools involved.
- c) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
- Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school;
  - Student's graduation date;
  - Position for which the student was hired;
  - Dates of employment;
  - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
9. A statement signed by the PDSO indicating whether the new owner of your institution owns any other schools or educational institutions.

**Non-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. 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. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.
  - f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
- a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.
  - f. 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.
  - g. Instructional sites at which the program will be taught;
  - h. 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. An electronic copy of the school's most recent school catalog.
5. 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.



6. 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.
7. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a" or "b" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter must be from a different employer. Each license must be for a different student. SEVP seeks documentation pertaining to students that have graduated within the past two years. Additionally, only ONE document from an employer affiliated with the petitioning school will be accepted.
  - a) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
    - Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
    - Name of the petitioning institution;
    - Student's name;
    - Program of study pursued at the petitioning school;
    - Student's graduation date;
    - Position for which the student was hired;
    - Dates of employment;
    - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
    - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
  - b) Professional license requirements:
    - A copy of professional license issued by the local, state, or federal government;
    - For each license, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

#### **Non-Accredited (F and M Classifications)**

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:
  - a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*

- f. Total credit hours per academic session and the time necessary to complete the program for a full time student;
  - g. Instructional sites at which the program will be taught;
  - h. 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:
- a. Program name;
  - b. Degree type (if non-degree, specify non-degree program type);
  - c. The visa classification for which your school seeks to issue Forms I-20 (F-classification or M-classification) for this program.
  - d. Date on which instruction of the program **ORIGINALLY** began at your school;
  - e. 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.*
  - f. 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.*
  - g. Instructional sites at which the program will be taught;
  - h. 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. An electronic copy of the school's most recent school catalog.
5. 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.
6. 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.

7. For your school's F-1, academic, programs of study (for Masters, PhD, Seminary, or Fine Arts Programs): Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a" or "b" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.
  - a) Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:
    - Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
    - The name of the accepting school's US Department of Education recognized accrediting body;
    - Name of the petitioning institution;
    - Student's name;
    - Program of study pursued at the petitioning school and program of study entered at the accepting school;
    - Student's graduation/transfer date;
    - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
    - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
  - b) Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education recognized accrediting agency. Articulation agreement(s) must indicate the following:
    - Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
    - Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
    - Signatures of the appropriate school officials at both of the schools involved.
8. For your school's F-1 (academic) Masters, PhD, Seminary, or Fine Arts Programs: Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a", "b", or "c" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.
  - a) Letters from different schools either owned or operated as public educational institutions



or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:

- Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
  - The name of the accepting school's US Department of Education recognized accrediting body;
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school and program of study entered at the accepting school;
  - Student's graduation/transfer date;
  - The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
- b) Articulation agreement(s) between the petitioning school and a school owned or operated as a public educational institution or accredited by a US Department of Education recognized accrediting agency. Articulation agreement(s) must indicate the following:
- Program name from the petitioning school and the program name from the accepting school into which the credits will transfer;
  - Credits from the petitioning school are unconditionally recognized by and transferrable to the accepting school;
  - Signatures of the appropriate school officials at both of the schools involved.
- c) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
- Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school;
  - Student's graduation date;
  - Position for which the student was hired;
  - Dates of employment;
  - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

9. For your school's M-1, vocation/technical, programs of study: Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed in "a" or "b" below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter must be from a different employer. Each license must be for a different student. SEVP seeks documentation pertaining to students that have graduated within the past two years. Additionally, only ONE



document from an employer affiliated with the petitioning school will be accepted.

- a) SEVP does not accept letters from persons who are self-employed. Employment letters must include the following:
  - Letters must be on the employer's letterhead and include signature(s) of the appropriate individual(s);
  - Name of the petitioning institution;
  - Student's name;
  - Program of study pursued at the petitioning school;
  - Student's graduation date;
  - Position for which the student was hired;
  - Dates of employment;
  - The employer attests that the student is fully qualified in their field of study and was hired as a result of the training they gained at the petitioning school;
  - For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).
- b) Professional license requirements:
  - A copy of professional license issued by the local, state, or federal government;
  - For each license, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).

10. A statement signed by the PDSO indicating whether the new owner of your institution owns any other schools or educational institutions.

### Non-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:
  - a. Specific grade levels
  - b. Degree type (if non-degree, specify non-degree program type)
  - c. Mode of delivery (for example: is the program in-person, online, distance, hybrid, etc.)
  - d. Time necessary to complete each grade level (i.e. "Grade level 8 – 1 year")
  - e. Date on which instruction in each program **ORIGINALLY** began.
  - f. Instructional sites at which the program will be taught;
  - g. Admission standards and enrollment criteria
2. An electronic copy of the school's most recent school catalog.
3. 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.
4. 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.

5. Evidence in lieu of accreditation is required for certification. A minimum of three documents that fulfill the criteria listed below are required. Each program for which you are petitioning to enroll nonimmigrant students must be referenced in the document. It is possible that your school will need to submit more than three documents so that each program is referenced. Each letter/articulation agreement must be from a different institution. SEVP seeks documentation pertaining to students that have graduated/transferred within the past two years. If the petitioning school is a high school, college acceptance letters that support the school's graduates are permitted. Additionally, only ONE document from an institution affiliated with the petitioning school will be accepted.

Letters from different schools either owned or operated as public educational institutions or accredited by a US Department of Education recognized accrediting body. Each accepting school may only submit one letter referencing one program of study. Letters must include the following:

- Letters must be on the accepting institution's letterhead and include signature(s) of the appropriate school official(s);
- The name of the accepting school's US Department of Education recognized accrediting body;
- Name of the petitioning institution;
- Student's name;
- Program of study pursued at the petitioning school and program of study entered at the accepting school;
- Student's graduation/transfer date;
- The accepting school attests that they have accepted and continue to unconditionally accept credits from the petitioning school;
- For each letter, submit evidence that the referenced student completed the program at the petitioning school (e.g. transcripts or diploma copies).



---

**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).