

Initial Petition Evidence Checklist – Non-Accredited Private K-12

This document contains a list of evidence required for schools seeking Student and Exchange Visitor Program (SEVP) Certification. Please refer to the [Definitions of Evidence](#) document for the guidelines for each type of evidence. If identical evidence is required you are not required to submit the same documentation multiple times, one piece of evidence can support multiple sections.

All evidence must be uploaded at one time using the Upload Evidence functionality in Student and Exchange Visitor Information System (SEVIS). Failure to submit all required evidence at one time will be considered an incomplete filing and will result in the cancellation of your Form I-17 Petition and payment is non-refundable.

If your petition was cancelled for an incomplete filing, your school may choose to submit a new petition and must upload all evidence again with the new submission. Additionally, SEVP will apply your previous payment to your newest petition filing if the new petition is submitted within six months.

You must submit a statement of explanation for any missing evidence or evidence submitted outside of the guidelines listed in the Definitions of Evidence document.

- Complete Signed Form I-17
- Designated School Officials
- Payment
- State Recognition and Exemption
- Evidence in Lieu of Accreditation
- Teacher Qualifications
- Financials
- Facilities
- Attendance Policy
- Grading Policy
- Programs of Study Statement
- Pre-Kindergarten Statement
- Ownership