Non-Accredited Schools Evidence Checklist
Form I-17 Section 4

The Student and Exchange Visitor Program (SEVP) developed the checklist below to assist Principal and Designated School Officials (P/DSO) for non-accredited schools with gathering the evidence required to support each edit made to the Form I-17, “Petition for Approval of School for Attendance by Nonimmigrant Student” when seeking continued SEVP certification. Non-accredited refers to post-secondary institutions, as well as primary and secondary schools, that are not accredited by a U.S. Department of Education (ED) recognized agency or an SEVP identified agency. For more information on each evidence item, go to Evidence Guidelines on our website.

The evidence listed below is not an exhaustive list. SEVP may issue a Request for Evidence (RFE) to your school, through Student and Exchange Visitor Information System (SEVIS), outlining additional information to be provided by a specified due date. All documents are subject to verification.

Overarching Guidelines

- School officials should regularly review their Form I-17 petition to ensure compliance with all relevant laws, policies, and regulations.

- For English as a Second Language (ESL) programs of study U.S. Department of Education (ED) Recognized Accreditation is required per regulation.

- All evidence must be uploaded at one time using the Upload Evidence functionality in SEVIS. Evidence documents should not be encrypted, password protected, cannot exceed 10 MB per document, and must be in one of the following file formats:
  o .CSV
  o .DOC
  o .DOCX
  o .GIF
  o .JPEG
  o .JPG
  o .PDF
  o .PNG
  o .TXT
  o .XLS
  o .XLSX

- If you are unable to provide a listed item, upload a statement identifying the item and a detailed explanation as to why it cannot be provided.

- If identical evidence is required when editing more than one field, you are not required to submit the same documentation multiple times. One piece of evidence can support multiple sections or fields.

- If your petition was previously cancelled for an incomplete submission, you must upload all evidence again with your new submission.
• If your Form I-17 is locked in SEVIS, meaning you are unable to make edits, and you need to report a change, submit a statement detailing the requested edits along with corresponding evidence to SEVP@ice.dhs.gov. Include your school’s name and code in the subject line of the email.

SECTION 4: SCHOOL CALENDAR, COST, AND DEMOGRAPHICS

Field 4.4 Average Annual Number of Classes
Field 4.5 Average Annual Number of Students
Field 4.6 Average Annual Number of Teachers or Instructors
Field 4.7 Average Annual Number of Non-Teaching Employees

Field 4.4 Average Annual Number of Classes
☐ Explanatory Statement for Edits to the Form I-17

Field 4.5 Average Annual Number of Students
☐ Explanatory Statement for Edits to the Form I-17

Field 4.6 Average Annual Number of Teachers or Instructors
☐ Explanatory Statement for Edits to the Form I-17

Field 4.7 Average Annual Number of Non-Teaching Employees
☐ Explanatory Statement for Edits