

**To:** DSOs and PDSOs at SEVP-certified schools only (for F and M students)

**Date:** Oct. 6, 2016

**Re:** PDSOs: Find Form I-17 Filing Evidence Resources on ICE.gov

**Number:** 1610-01

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## General Information

### PDSOs: Find Form I-17 Filing Evidence Resources on ICE.gov

Principal designated school officials (PDSOs) must now electronically file the minimum required evidence at the same time they submit an initial petition request or update to the Form I-17, “Petition for Approval of School Attendance by Nonimmigrant Student,” in the Student and Exchange Visitor Information System (SEVIS).

The Student and Exchange Visitor Program (SEVP) [implemented this new process](#) on Oct. 1, 2016 and updated its [information on ICE.gov](#) to include specific information about what constitutes the minimum evidence required for requests, along with detailed instructions on how PDSOs must submit that evidence.

### Initial Petition Requests

Schools seeking [initial SEVP certification](#) must electronically submit the evidence supporting the school’s Form I-17 within two business days of submitting its petition in SEVIS. SEVP will cancel petitions belonging to schools that fail to submit evidence within this time frame.

For more detailed information about this process, please visit the “Certification” tab under the [Schools section](#) of ICE.gov/SEVP. The tab is organized by school type with each having a dedicated definition of evidence guide to help school officials understand what documentation they need to send to SEVP for the applicable sections of the Form I-17.

### Form I-17 Update Requests

Regulations require that PDSOs at SEVP-certified schools [update their Form I-17](#) to accurately reflect their school’s operating status. All updates must be made within 21 days of any change and include the minimum required evidence. If a school fails to submit evidence at the same time it submits the update in SEVIS, SEVP may cancel the request and ask that the school resubmit the request with the required evidence.

The evidence a school must submit depends on the Form I-17 section being updated, the school’s accreditation status and the school type. For more information about this process, please visit the “Petition Updates” tab under the [School’s section](#) of ICE.gov/SEVP. Within the tab, school officials will find drop-down menus that contain applicable guides organized by accreditation status (i.e., accredited vs. non-accredited). Within each guide, school officials will find

hyperlinks to assist in identifying the evidence needed for each applicable field on the form per school type.

As a reminder, the SEVP recertification process already requires schools to submit the necessary evidence when filing, and thus the recertification process will not be changing at this time.

If you have any questions about the new Form I-17 evidence filing process, please contact the SEVP Response Center at 703-603-3400 or [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov).

### **Comments**

To comment on this Broadcast Message, please email [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov) with “Broadcast Message 1610-01 Comment” entered in the subject line.

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