

## Approved Schools: Editing/Updating Form I-17

Any change to the Form I-17 must be reported immediately. Approved schools should review their Form I-17 on a regular basis for accuracy and edit/update their petition as needed. Form I-17 petition updates must be completed in SEVIS.

### SEVIS Instructions

- (a) Log into SEVIS
- (b) Click the school name to access the Form I-17.
- (c) Click “Edit School” on the upper left side of the screen.
- (d) Click “Next” at the bottom of each SEVIS page to access different field pages (there are 5 pages total).
- (e) In order to complete submission of the Form I-17 edits, click “Next” until you reach page 5 of 5 and click “Submit”.

\*\*Further guidance is available by contacting the *SEVIS Help Desk* at (800) 892-4829 or in the User Manuals available at [www.ice.gov/sevis](http://www.ice.gov/sevis).

Once an edit/update to an adjudicable field(s) is submitted, the petition is locked and further editing/updating is not possible until the edit/update is adjudicated. If the submitted edit/update is adding additional programs of study and/or campus locations, no Forms I-20 may be issued for new programs and/or campus locations until the edited/updated Form I-17 is approved.

Additions, deletions, or changes to the Form I-17A: P/DSO listing and/or Form I-17B: Campus listing may only be made in SEVIS by the PDSO designated at each campus. If the PDSO listed for the campus is no longer employed with the school, contact the *SEVIS Help Desk* and request a PDSO datafix.

The following chart outlines adjudicable fields and evidence required for adjudication. The Form I-17A (P/DSO listing) edits/updates do not require adjudication, but do require evidence supporting designation of new P/DSOs. Please note SEVP may request additional documentation for any field change as necessary.

## Form I-17 Edit/Update Documentation Requirements

The following chart lists the types of edits/updates requiring adjudication, the field in SEVIS, and the type of documentation required. After completing petition update(s) in SEVIS to one or more of the following fields, send a cover letter with the School Name, School Code and reference the update made to the I-17 to:

SEVP/School Certification Branch  
Re: School Update  
425 I Street, NW Suite 6034  
Washington, DC 20536

**Note:** For state registration, state approval and/or accreditation, provide a current copy of approval/accreditation. You may also use the agency's website and print a copy of the screen with the current date on the printout. *If your school is not accredited, SEVP may require additional information.*

Edit/Update Requiring Adjudication	Field in SEVIS	Information Necessary to Adjudicate
Petition Designation - F, M, or Both	1	For a new classification: an updated catalog, statement of programs to support the classification, updated state approval or evidence of exemption and accreditation (if applicable), a signed Form I-17 and Form I-17A with original signatures.
Name of School	2	Legal proof of name change, which can include <b>one</b> of the following: state approval, Articles of Incorporation, or accreditation (if applicable).
Mailing Address of School	3	No documentation necessary
Type of School – Public, Private	5	An explanation of the change from private to public or vice versa and a newly signed I-17 with original signatures.
Education engaged in	6	Updated catalog, detailed program information, state approval or evidence of exemption, accreditation (if applicable), and a signed Form I-17 and Form I-17A with original signatures.
Physical Location of School	4	If physical location changed within one year of SEVP approval, a new site visit is required. SEVP will send a request for payment.  If location changed AFTER one year of approval, provide state approval or evidence of exemption, accreditation (if applicable), and a copy of one of the following: a lease, business license, utility bill, or occupant certificate.  SEVP may require additional information.
Private school owner name	5	Legal documentation that shows the sale or exchange of the school, evidence the new owner is approved by the state or evidence of exemption, updated catalog, evidence of accreditation (if applicable), and a signed Form I-17 and Form I-17A with original signatures.  SEVP may require additional information.
Authorization Under Which School Operates	10	SEVP will request appropriate information if necessary.
Association or Agency that Approved the School	11	SEVP will request appropriate information if necessary.
Nature of Subject Matter Taught	12	SEVP will request appropriate information if necessary.
Degrees Available	13	State approval or evidence of exemption and accreditation (if applicable). SEVP may require additional information.
School is engaged in	14	No evidence necessary except in the cases of language training. If language training is being added for approval SEVP will request appropriate information.
Courses of Study and time necessary to complete each	17	State approval or evidence of exemption and accreditation (if applicable). SEVP may require additional information.
Add/edit a campus	Form I-17 B	Will require a site visit. SEVP will request payment. <i>Only the PDSO may edit this field.</i>
Add/edit P/DSO listing	Form I-17 A	Newly signed Form I-17A. Contact the SEVIS Helpdesk to request a datafix if the PDSO designation requires updating [(800) 892-4829]. <i>Only the PDSO may edit this field.</i>