

Department of Homeland Security

U.S. Immigration and Customs Enforcement

Petition for Approval of School for Attendance by Nonimmigrant Student

START HERE – Please read instructions before beginning. Type or print in black or dark blue ink.		FOR ICE USE ONLY	
THIS SECTION IS TO BE COMPLETED BY THE SCHOOL. If more space is needed to Fully answer any items on this form, use a separate sheet(s). Identify each answer with the letter and number of the corresponding item and sign and date each sheet. Indicate that an item is not applicable with “N/A”. If the answer is “none,” please write “none.” This application must be filed with the required evidence as noted below, be properly signed and submitted with the correct fee.		School Code ___ __ 214F ___ __ __ Approval for attendance of students under: <input type="checkbox"/> Section 101(a)(15)(F) of the Act. <input type="checkbox"/> Section 101(a)(15)(M) of the Act. <input type="checkbox"/> Both of the above sections of the Act. This request is to: <input type="checkbox"/> Create a file. <input type="checkbox"/> Update a file.	
To U.S. Immigration and Customs Enforcement: 1. Petition is made for approval, or continuation of approval, of this institution as a school for attendance by nonimmigrant alien students under (complete as appropriate): <input type="checkbox"/> Section 101(a)(15)(F) of the Act (academic and language students) <input type="checkbox"/> Section 101(a)(15)(M) of the Act (vocational students) <input type="checkbox"/> Both of the above sections of the Act		Fee Stamp	
2. Name of school		Action Stamp	
3. Mailing address of school			
4. This school is a: <input type="checkbox"/> Publicly owned institution (Leave No. 10 blank). <input type="checkbox"/> Private institution (Complete No. 10).		Remarks:	
5. This school is engaged in: (check appropriate blocks and explain further if necessary) <input type="checkbox"/> Elementary education including lower, middle and junior high schools <input type="checkbox"/> High school education (academic or vocational) <input type="checkbox"/> Vocational or technical education (other than high school) <input type="checkbox"/> Language training <input type="checkbox"/> Higher education (issuing one or more of the following recognized degrees: Bachelor’s, Associate’s, Master’s, Ph.D.). <input type="checkbox"/> Other (explain) _____			
6. This school’s sessions are based on <input type="checkbox"/> Semesters <input type="checkbox"/> Trimesters <input type="checkbox"/> Quarters <input type="checkbox"/> Other (explain) _____			
7. Provide the date and month registration begins for EACH session during a calendar year, including the summer session, if your school has one. a. _____ d. _____ g. _____ j. _____ b. _____ e. _____ h. _____ k. _____ c. _____ f. _____ i. _____ l. _____ If there is no beginning registration date, please explain: _____			
8. Date school was established (i.e., enrolled first class of students) _____		9. Location of school (if different from mailing address) _____	
10. Name, address and telephone of owner _____			
11. Petition is for: <input type="checkbox"/> Initial approval <input type="checkbox"/> Continuation of approval. Please complete the following: Date of original approval _____ ICE school code _____			
12. The school operates under the following state, local, or other license or approval (if none, write “none”): _____		13. The school has been approved by the following nationally recognized accrediting association or agency (if none, write “none”): _____	
Received	Ret’d-Trans.Out Trans.	In	Completed

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<p>14. Nature of subject matter taught (check as many as are appropriate):</p> <p><input type="checkbox"/> Liberal Arts (i.e., those fields of study of general cultural concern such as philosophy or history and, in some cases, theology).</p> <p><input type="checkbox"/> Fine Arts (i.e., those that exist chiefly for beauty, such as sculpture and painting, as opposed to utility).</p> <p><input type="checkbox"/> Professional Studies (e.g., architecture, engineering, law, medicine, and education).</p> <p><input type="checkbox"/> Religious</p> <p><input type="checkbox"/> Language</p> <p><input type="checkbox"/> Vocational or Technical Training (i.e., training relating to a trade, technique, or mechanical or industrial skill).</p> <p><input type="checkbox"/> Other (explain)</p>	
<p>15. List the degrees available from the school</p>	
<p>16. Check as appropriate and explain further if necessary:</p> <p>If the school is engaged in elementary or secondary education it: <input type="checkbox"/> does <input type="checkbox"/> does not qualify its graduates for acceptance by accredited schools of higher educational level.</p> <p>If the school is engaged in higher education, it: <input type="checkbox"/> does <input type="checkbox"/> does not confer recognized bachelor's, master's, doctor's professional or divinity schools.</p> <p>Its degrees <input type="checkbox"/> are <input type="checkbox"/> are not transferable to institutions of study that confer such degrees.</p> <p>If the school is engaged in vocational or technical education, it <input type="checkbox"/> does <input type="checkbox"/> does not qualify its graduates for employment.</p>	
<p>17. Sessions are held as follows: <input type="checkbox"/> Day only <input type="checkbox"/> Night Only <input type="checkbox"/> Day and Night</p>	
<p>18. Requirements for admission:</p>	
<p>19. Courses of study and time necessary to complete each course:</p>	
<p>20. Requirements for graduation:</p>	<p>21. Causes for expulsion:</p>
<p>22. Average annual number of:</p> <p>Classes _____ Students _____ Teachers or instructors _____ Non-teaching employees _____</p>	
<p>23. Approximate annual total cost of room, board, tuition, etc., per student \$ _____</p>	

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Execution of Petition**If the school is approved, The Petitioner Agrees:**

1. Upon acceptance of any nonimmigrant alien student, to furnish that student a Certificate of Eligibility, Form I-20 A/B for an F-1 student, or Form I-20 M/N for an M-1 student.

2. To keep records containing the following specific information and documents relating to each nonimmigrant F-1 or M-1 student to whom the school issues a Form I-20 A/B or I-20 M/N, while the student is attending the school and until the school notifies ICE in accordance with regulations at 8 CFR 214.3, that the student is no longer pursuing a full course of study. The school must keep a record of having complied with the reporting requirements for at least one year. If a student out of status is restored to status, the school that enrolled the student must maintain these records following receipt of notification from ICE that the student's status has been restored. The school must keep and, upon request, make available to ICE, the following information and documents for each nonimmigrant F-1 and/or M-1 student.
 - a. Name
 - b. Date and place of birth
 - c. Country of citizenship
 - d. Address
 - e. Status, i.e., full-time or part-time
 - f. Date of commencement of studies
 - g. Degree program and field of study
 - h. Whether the student has been certified for practical training and the beginning and ending dates of certification
 - i. Termination date and reason, if known
 - j. Documents referred to in paragraph 212.3(k) regarding the Certificate of Eligibility
 - k. Number of credits completed each semester
 - l. Photocopy of the student's I-20 ID Copy

3. That in any advertisement, catalogue, brochure, literature, or other material produced by or for this school, any statement that may appear concerning approval for admittance by nonimmigrant students much be limited to the following: "This school is authorized under Federal law to enroll nonimmigrant students."

I certify that I am authorized to execute this petition. I understand that unless this institution fully complies with all terms as described on this form, approval may be withdrawn pursuant to 8 CFR 214.4.

Dated at: _____, this _____ day of _____, _____

Signature: _____

Name and Title: _____

(CORPORATE SEAL OF INSTITUTION)

Department of Homeland Security

U.S. Immigration and Customs Enforcement

Record of Designated School Officials

Instructions

- (1) Form I-17, Supplement A, listing up to five designated school officials for each school or campus within a school system (except an elementary or secondary school system as noted below), must be attached to each Form I-17, Petition for Approval of School for Admittance by Nonimmigrant Students. If there is a change in designated school officials, a new Supplement A must be completed and submitted with 30 days to the U.S. Immigration and Customs Enforcement.
- (2) "Designated School Official" (DSO), as defined in 8 CFR 214.3, means a regularly employed member of the school administration whose office is located at the school and whose compensation does not come from commissions for recruitment of foreign students. A DSO may not delegate this designation to any other person. An individual whose principal obligation to the school is to recruit foreign students for compensation may not be a DSO. The DSO is required to have a thorough knowledge of the regulations, policies and procedures governing nonimmigrant students.

Each school or institution may have up to five DSOs at any one time. In an elementary or secondary school system, however, the entire school system is limited to a total of five designated officials at any one time.

DSO Intention to Comply With Pertinent ICE Student/School Regulations

I, THE UNDERSIGNED, have read the U.S. Immigration and Customs Enforcement regulations relating to nonimmigrant students, namely 8 CFR 214.1, 8 CFR 214.2(f) and/or 8CFR 214.2(m); the U.S. Immigration and Customs Enforcement regulations relating to change of nonimmigrant classification for students, namely 8 CFR 284.1 (c)(d) ; the U.S. Immigration and Customs Enforcement regulations relating to school approval and withdrawal of school approval, namely 8 CFR 214.3 and 214.4, and intend to comply with these regulations at all times.

Designated Official (Print or Type)			
Last and First Name	Title	Signature	Telephone
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation	
Designated Official (Print or Type)			
Last and First Name	Title	Signature	Telephone
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation	
Designated Official (Print or Type)			
Last and First Name	Title	Signature	Telephone
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation	
Designated Official (Print or Type)			
Last and First Name	Title	Signature	Telephone
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation	
Designated Official (Print or Type)			
Last and First Name	Title	Signature	Telephone
<input type="checkbox"/> Initial Designation	<input type="checkbox"/> Replacement for prior designated official	<input type="checkbox"/> Correction to previous designation	

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Record of Designated School Officials

Certification By President, Owner, or Head of School or School System

I, the undersigned president, owner, or head of the school or school system named below certify that the above individuals are designated school officials of the school or school system. Further, I certify that I will be responsible for providing the resources and training necessary for these officials to properly implement the above referenced regulations.

Name (Print or Type)	Title (Print or Type)	Signature

Name of school system, school or campus (list all schools or campuses and their three-digit suffixes for which the above officials are designated, if for more than one school or campus, but not for the entire school system). _____ _____ _____ _____ _____	ICE File No., if known: _____ 214F _____ Date: _____ (If this is a multi-campus institution or school system, use the 3-digit suffix for the main or initial campus.) _____ _____ _____ _____
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Address of school system, school, or campus:

Department of Homeland Security

U.S. Immigration and Customs Enforcement

Record of School(s)/Campus(es)**Instructions**

Form I-17 Supplement B must be completed and submitted with Form I-17 if a school system of multi-campus institution is seeking approval for a number of schools for admittance by nonimmigrant students. Furnish all know information for each school or campus within the system. If more space is needed to list all schools, attach additional forms as necessary, and number each at the bottom. If an approved school system seeks to update or correct the information on its original Supplement B, a new Form I-17 must be submitted, without fee, accompanied by Supplement B, and if applicable, Supplement A. Please PRINT or TYPE all information on this form.

Requested

- Initial approval for the following school(s) or
- Addition of the following school(s) or campus(es) to the list of approved institutions within the above school system
- Removal of the following school(s) or campus(es) from the list of approved institutions within the above school system
- Change or correction in the following information relating to school(s) or campus(es) that have been approved.

Fill in only the information that is to be added to or adjusted in the ICE records and the school's three-digit suffix.

1. School or Campus Name	2. School or Campus Three-Digit Suffix
3. Mailing Address (include Zip Code)	4. Location (if different from mailing address)

1. School or Campus Name	2. School or Campus Three-Digit Suffix
3. Mailing Address (include Zip Code)	4. Location (if different from mailing address)

1. School or Campus Name	2. School or Campus Three-Digit Suffix
3. Mailing Address (include Zip Code)	4. Location (if different from mailing address)

1. School or Campus Name	2. School or Campus Three-Digit Suffix
3. Mailing Address (include Zip Code)	4. Location (if different from mailing address)