




School official applies for SEVP certification by completing Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student," via SEVIS. [Page 1 of 5]

 U.S. Immigration and Customs Enforcement  Student & Exchange Visitor Information System 

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Required fields are marked with an asterisk (*).

- * Approval for attendance of students under:
 - Section 101(a)(15)(f) of the Act (academic and language students)
 - Section 101(a)(15)(m) of the Act (vocational students)
- * Name of School System:
- 2a. * Name of Main Campus:
3. Mailing Address of the School:
 - * Address 1:
 - Address 2:
 - * City:
 - * State:
 - * Zip Code:
 - Fax Number: () -
 - Telephone Number: () - ext.
4. Location of the School (if different from mailing address):
 - Address 1:
 - Address 2:
 - City:
 - State:
 - Zip Code:
- * School Type:
- Name and Address of Owner (For PRIVATE Schools ONLY):
 - * Private School Owner Name:
 - * Address 1:
 - Address 2:
 - * City:
 - * State:
 - * Zip Code:

Public Reporting Burden

Reporting burden for this collection of information is estimated to average 30 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for simplifying this information collection send them to: SEVP MS 5600, DHS/ICE, ATTN: School Certification Branch, 500 12th ST. S.W., Washington, D.C. 20598-5600 ; OMB No.: 1653-0038. DO NOT MAIL COMPLETED FORMS TO THIS ADDRESS.

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Program/course information [Page 2 of 5]

Required fields are marked with an asterisk(*)

6. * This school is engaged in (check all that apply):

- PRIVATE ELEMENTARY SCHOOL
- PRIVATE MIDDLE SCHOOL
- PRIVATE HIGH SCHOOL(grades 9-12)
- PUBLIC HIGH SCHOOL (grades 9-12)
- VOCATIONAL OR TECHNICAL EDUCATION (other than high school)
- FLIGHT TRAINING
- LANGUAGE TRAINING
- HIGHER EDUCATION (issuing one or more of the following degrees: associates, bachelors, masters, Ph.D.)
- OTHER (specify)

7. * This school's sessions are based on:

- Semesters
- Trimesters
- Quarters
- Other (specify)

8. * Date registration begins for EACH session during a calendar year (fill out only those necessary):

| | | | | | |
|------------|---------|----|------------|--|--|
| Session 1 | JANUARY | 11 | Session 11 | | |
| Session 2 | | | Session 12 | | |
| Session 3 | | | Session 13 | | |
| Session 4 | | | Session 14 | | |
| Session 5 | | | Session 15 | | |
| Session 6 | | | Session 16 | | |
| Session 7 | | | Session 17 | | |
| Session 8 | | | Session 18 | | |
| Session 9 | | | Session 19 | | |
| Session 10 | | | Session 20 | | |

9. * Date school was established (MM/DD/YYYY):

10.

* The school operates under the following federal, state, local, or other authorization (if none, enter "None");

11.

* The school has been approved by the following national, regional, or state accrediting association or agency (if none, enter "None");

12. * Areas of Study (check all that apply):

- LIBERAL ARTS
- FINE ARTS
- LANGUAGE
- RELIGIOUS
- PROFESSIONAL STUDIES
- VOCATIONAL OR TECHNICAL TRAINING
- FLIGHT TRAINING
- SCIENCE
- EDUCATION
- BUSINESS

Program/course information [top portion of Page 3 of 5]

Program/Course Information [Page 3 of 5]

Required fields are marked with an asterisk (*)

13. * List the degrees available from this school:

- AA DEGREE
- AS DEGREE
- BA DEGREE
- DOCTOR OF EDUCATION
- BACHELOR OF SCIENCE
- BACHELOR OF FINE ARTS
- BACHELOR OF BUSINESS ADMINISTRATION
- BACHELOR OF SCIENCE IN EDUCATION
- MASTER OF ARTS
- MASTER OF SCIENCE
- MASTER OF BUSINESS ADMINISTRATION
- DOCTOR OF PHILOSOPHY
- MEDICAL DOCTOR
- JURIS DOCTOR
- OTHER

Specify (If none, enter "None"):

14. *Select as appropriate:

If the school is engaged in elementary or secondary education, it qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits recognized by and transferable to institutions of study which confer degrees.

If the school is engaged in vocational or technical education, it qualify its graduates for employment in the occupations for which preparation is offered.

The school engaged in English Language Training.

15. *Sessions are held as follows:

- Day
- Night

16. *Requirements for admission:

17. *Courses of study and time necessary to complete each:

Program/course information [bottom portion of Page 3 of 5]

MASTER OF SCIENCE
 MASTER OF BUSINESS ADMINISTRATION
 DOCTOR OF PHILOSOPHY
 MEDICAL DOCTOR
 JURIS DOCTOR
 OTHER
 Specify (If none, enter "None"):

14. *Select as appropriate:

If the school is engaged in elementary or secondary education, it qualify its graduates for acceptance by accredited schools of higher educational level.

If the school is engaged in higher education, it confer recognized bachelor's, master's, doctor's, professional, or divinity degrees. Its credits recognized by and transferable to institutions of study which confer degrees.

If the school is engaged in vocational or technical education, it qualify its graduates for employment in the occupations for which preparation is offered.

The school engaged in English Language Training.

15. *Sessions are held as follows:

Day
 Night

16. *Requirements for admission:

17. *Courses of study and time necessary to complete each:

18. *Requirements for graduation:

19. *Causes for expulsion:

20. *Average annual number of (enter numbers without comma separators):

Classes: Teachers or instructors:
 Students: Non-teaching employees:

21. *Approximate annual cost of room, board, tuition, etc., per student (enter cost without comma separators and round up to the nearest dollar):
 \$

22. *Have you ever applied for approval of school for attendance by nonimmigrant students before?
 Yes No
 If approved, please enter the school code issued by DHS:

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School Official Information [Page 4 of 5]

| Official Name | Title | Telephone | Email Address | Command |
|--|-------|-------------------------------------|---------------|--|
| Add New Official Add Existing Official | | | | |
| <input type="button" value="Prev"/> | | <input type="button" value="Next"/> | | <input type="button" value="Print I-17 Form"/> |

Add a designated school official



Add Official

Required fields are marked with an asterisk (*).

| | |
|-------------------------|-----------------------|
| * Last Name: | test |
| * First Name: | test |
| Middle Name: | |
| Suffix: | |
| * The Official is: | UNITED STATES CITIZEN |
| If LPR, enter A-Number: | |
| * Title: | test |
| Contact Information: | |
| * Address 1: | 123 |
| Address 2: | |
| * City: | test |
| * State: | VIRGINIA |
| * Zip Code: | 22202 2222 |
| * Telephone Number: | 233 - 333 - 3333 ext. |
| * Email Address: | asfaadf@df.dff |

Add Official

Cancel

Campus information [Page 5 of 5]


At this screen, the school representative completing Form I-17 assigns primary designated school official and designated school official roles by clicking on the “Officials” link.

The screenshot displays the SEVIS (Student & Exchange Visitor Information System) interface. At the top, there is a header with the U.S. Immigration and Customs Enforcement (ICE) logo on the left and the SEVIS logo on the right. Below the header, a navigation bar contains links for "School Application", "Help", "Tutorial", "Logout", "Message Board", and "Change Password". The main content area is titled "Campus Information [Page 5 of 5]". It features a table with the following data:


| Campus Name | Mailing Address | Location | Command |
|-------------|--------------------------------|----------|---------------------------|
| test | 1234 test test, VA 22202 -2222 | test, VA | Officials |

Below the table, there are three buttons: "Add New Campus", "Prev", and "Submit". To the right of the "Submit" button is a "Print I-17 Form" button. A note below the buttons reads: "Please Note: Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17." At the bottom of the page, a yellow bar displays the date "11/09/2010 (Tuesday)". The browser's address bar shows "Internet" and a zoom level of "100%".


Assign primary designated school official (PDSO) and designated school official (DSO) roles.



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Assigning Campus Officials

Campus Name: test
 Mailing Address: 1234 test
 test, VA 22202 -2222

Officials Currently Assigned

| Official Name | Title | PDSO | DSO | No Role |
|---------------|---------|----------------------------------|----------------------------------|-----------------------|
| asdf adf | asdfsdf | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| test test | test | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

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Applicant submits Form I-17



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DISTERNP

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Certification Application (Form I-17) Has Been Submitted

You will receive an email confirming the submission of this certification application. The email will contain additional information on the application review process.

Initial submission of an electronic Form I-17 for SEVIS certification and enrollment requires a fee payment, as specified in the Department of Homeland Security interim rule, "Requiring Certification of all Service Approved Schools for Enrollment in the Student and Exchange Visitor Information System (SEVIS)."

You must pay the fee at Pay.gov, our electronic payment web site. To pay the fee, access <https://www.pay.gov/>. In the "Search Public Forms" box on the main page, type in SEVIS, and click "Go." Click the "I-17 SEVIS School Certification" link from the list of forms displayed. This will bring you to the "DHS SEVIS School Certification Payment" page where you can pay the fee. As specified in the full certification rule, the total SEVIS certification rule includes the Form I-17 processing portion (\$1700.00), plus the cost of an on-site visit (\$655.00) per campus. Please refer to the full certification rule for details on the calculation of a total fee based on multiple campuses. (Federal Register, 73 FR 55683 (September 26, 2008))

Adjudication of the certification application in SEVIS will not proceed until the SEVP Certification Branch receives payment verification from Pay.gov. Then, an SEVP Official will review the application and determine the school's eligibility for enrollment in SEVIS. You will be notified of the eligibility decision via email. If further review is required to determine the eligibility, DHS will contact you with additional instructions.

[Print I-17 Form](#)

[View I-17 Form](#)

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Done

Internet

100%