

To: All PDSOs, DSOS, ROs and AROs

Date: Dec. 1, 2016

Re: Upcoming PDSO/DSO and RO/ARO Annual Verification begins TOMORROW - Dec. 2, 2016

Number: 1612-01

General Information

This broadcast message serves as a reminder that the Student and Exchange Visitor Program (SEVP) Annual PDSO/DSO and RO/ARO Verification Period **begins tomorrow**. All SEVP-certified schools and U.S. Department of State-designated sponsors must complete the PDSO/DSO and RO/ARO Annual Verification by March 2, 2017.

As a federal database, the Student and Exchange Visitor Information System (SEVIS) is subject to the Federal Information Security Management Act (FISMA). The act requires the annual verification that all users who access federal systems have both the business need and the authorization to access the system. To comply with FISMA, principal designated school officials (PDSOs) and responsible officers (ROs) must annually verify the PDSOs, designated school officials (DSOs), ROs and alternate responsible officers (AROs) who have access to SEVIS:

1. Are still employed by the organization and continue to be selected to serve as a PDSO, DSO, RO or ARO and
2. Require continued access to SEVIS.

Detailed instructions for the verification process are available on the [SEVIS Help Hub](#).

Key Dates:

- Verification Start Date — Dec. 2, 2016
- Verification End Date — March 2, 2017

Missing PDSO or RO

If your institution does not have a PDSO/RO or your PDSO/RO will not be available during the verification period, please begin the process of selecting another individual to act in the capacity of a PDSO or RO. You can refer to [SEVP's DSO Update Process Fact Sheet](#).

ROs and AROs should follow the SEVIS manual for appropriate steps in updating any changes to the RO or ARO structure.

Important: Consequences of not verifying by March 2, 2017

- **DSOs and AROs at schools, and sponsors with any unverified officials, lose access to SEVIS.**
- **Batch access is lost.**
- **The only further action PDSOs and ROs can take is to verify their DSOs or AROs.**
- **A school's failure to respond may result in a compliance action.**

Direct any questions you have about the verification project to SEVISHelpdesk@ice.dhs.gov.

Comments

To comment on this broadcast message, please email SEVP@ice.dhs.gov with "Broadcast Message 1612-01 Comment" entered in the subject line.

Disclaimer

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