

Broadcast Message: Upcoming Principal Designated School Officials, Designated School Officials (PDSO/DSO) and Responsible Officers and Alternate Responsible Officers (RO/ARO) Annual Verification

To: DSOs and PDSOs at SEVP-certified schools

Date: Nov. 5, 2020

Number: 2011 – 01

General Information

As a federal information system, the Student and Exchange Visitor Information System (SEVIS) is subject to the Federal Information Security Management Act (FISMA). The act requires an annual verification that all users who access a federal system 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 that all PDSOs, Designated School Officials (DSOs), ROs and Alternate Responsible Officers (AROs) who have access to SEVIS:

1. Are still employed by the organization.
2. Continue to be the selected PDSO, DSO, RO or ARO.
3. Require continued access to SEVIS.

The Student and Exchange Visitor Program (SEVP) will conduct the next annual verification beginning Dec. 2, 2020 and ending March 2, 2021. PDSOs and ROs will have 90 days to review and provide verification for all of their officials.

Key Facts

- **Frequency of Verification:** Annually
- **Length of Verification Period:** 90 days
- **Verification Period:** Dec. 2, 2020 through March 2, 2021
- **Who Can Submit the Verification:** PDSOs and ROs
- **Notification Method:** Broadcast message and notice on the SEVIS Message Board upon logging into SEVIS

Detailed instructions for the verification process are available in the [PDSO/DSO Annual Verification](#) article on the [SEVIS Help Hub](#).

Missing PDSO or RO

If your institution does not have a PDSO or RO, or your PDSO or 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. For instructions, refer to:

- [SEVP Fact Sheet: Designated School Official Submissions](#) on [ICE.gov](#).
- [SEVIS Job Aid: Update School Officials](#) on the [SEVIS Help Hub](#).

Direct any questions you have about PDSO or DSO changes, or the verification process to SEVP@ice.dhs.gov.

ROs and AROs should follow the [SEVIS manual](#) for appropriate steps on updating any changes to the RO or ARO structure.

Disclaimer

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