

To: All SEVIS users

Date: Dec. 01, 2017

Re: PDSO/DSO and RO/ARO Annual Verification begins TOMORROW—Dec. 2, 2017

Number: 1712-01

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, Dec. 2, 2017. All SEVP certified schools and the U.S. Department of State-designated sponsors must complete the PDSO/DSO and RO/ARO Annual Verification by March 2, 2018.

The Federal Information Security Management Act (FISMA) requires that a federal information system, such as the Student and Exchange Visitor Information System (SEVIS) conduct an annual verification of its users to determine that they have both the business need and the authorization to access the system. To comply with FISMA, principal designated school officials (PDSOs), designated school officials (DSOs), responsible officers (ROs) and alternate responsible officers (AROs) who have access to SEVIS must annually verify that they:

1. Are still employed by the organization,
2. Continue to be the selected PDSO, DSO, RO or ARO, for that organization and
3. 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, 2017
- **Verification End Date:** March 2, 2018

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. You can refer to [SEVP's DSO Update Process Fact Sheet](#) on ICE.gov for instructions on how to do this.

Direct any questions about PDSO or DSO changes 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.

Direct any questions you have about the verification process to SEVP@ice.dhs.gov.

Important—Consequences of not verifying by March 2, 2018:

- 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, and
- A school's failure to respond may result in a compliance action.

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

Comments

To comment on this Broadcast Message, please email SEVP@ice.dhs.gov with “Broadcast Message 1712-01 Comment” entered in the subject line.

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