

Broadcast Message: Upcoming PDSO/DSO and RO/ARO Annual Verification

To: DSOs and PDSOs at SEVP-certified schools; ROs and AROs at Department of State programs

Date: Nov. 1, 2019

Re: Upcoming PDSO/DSO and RO/ARO Annual Verification

Number: 1911-01

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 every PDSO, Designated School Official (DSO), RO, and Alternate Responsible Officer (ARO) who has access to SEVIS:

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

The Student and Exchange Visitor Program (SEVP) will open the next annual verification period beginning Dec. 3, 2019 and ending March 2, 2020. 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. 3 through March 2
- **Who Can Submit the Verification:** PDSOs and ROs
- **Notification Method:** Broadcast message and notice on the SEVIS Message Board upon logging in to 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, as well as 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.

Comments

To comment on this Broadcast Message, please email SEVP@ice.dhs.gov with “Broadcast Message 1911-01 Comment” entered in the subject line.

Disclaimer

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