

Broadcast Message: Upcoming PDSO/DSO and RO/ARO Annual Verification Begins Tuesday, Dec. 3, 2019

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

Date: Dec. 2, 2019

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

Number: 1912-01

General Information

This broadcast message is a reminder that the Student and Exchange Visitor Program's (SEVP) annual verification period for principal designated school officials (PDSO), designated school officials (DSO), responsible officers (RO) and alternate responsible officers (ARO) begins Tuesday, Dec. 3, 2019.

All PDSOs at SEVP-certified schools and ROs at Department of State exchange visitor programs must complete the PDSO/DSO and RO/ARO annual verification by March 2, 2020.

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, PDSOs and ROs must annually verify that every PDSO, DSO, RO and ARO who has access to SEVIS:

1. Is still employed by the organization.
2. Continues to be a selected PDSO, DSO, RO, or ARO.
3. Requires continued access to SEVIS.

Key Dates

- **Verification Start Date:** Dec. 3, 2019
- **Verification End Date:** March 2, 2020

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](#).

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

Important: Consequences of not verifying by March 2, 2020

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

If you have any questions or concerns regarding PDSO or RO changes, or the verification process, please contact your assigned SEVP field representative or the SEVP Response Center at 703-603-3400 or email at SEVP@ice.dhs.gov, Monday through Friday, 8 a.m. to 6 p.m. ET, except on federal holidays.

Comments

To comment on this Broadcast Message, please email SEVP@ice.dhs.gov with "Broadcast Message 1912-01 Comment" entered in the subject line.

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