

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

To: All SEVIS users

Date: Nov. 1, 2022

Number: 2211 – 01

General Information

This broadcast message serves as a reminder that the annual verification period for Principal Designated School Officials (PDSO), Designated School Officials (DSO) and Responsible Officers (RO) and Alternate Responsible Officers (ARO) begins Dec. 2, 2022. 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, 2023.**

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 all PDSOs, DSOs, ROs, and AROs who have access to SEVIS:

1. Are still employed by the organization.
2. Continue to perform the duties of a PDSO, DSO, RO, or ARO.
3. Require continued access to SEVIS.

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

Key Dates

- Verification Start Date – Dec. 2, 2022
- Verification End Date – March 2, 2023

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 on how to do this, refer to the below resources.

- [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.

Important: Consequences for not verifying your annual verification by March 2, 2023:

- Any PDSO, DSO, RO, or ARO that have not been verified will lose access to SEVIS.
- Batch access will be lost.
- The only further action PDSOs and ROs can take is to verify their DSOs or AROs.
- May result in a compliance action.

Comments

To comment on this broadcast message, please email SEVP@ice.dhs.gov with “Broadcast Message 2211-01 Comment” entered in the subject line.

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