

Broadcast Message: Upcoming PDSO, DSO, RO and ARO Annual Verification Begins Sunday, Dec. 2, 2018

To: PDSOs and DSOs at SEVP-Certified Schools, and ROs and AROs at Department of State Exchange Visitor Programs

Date: Nov. 28, 2018

Re: PDSO/DSO and RO/ARO Annual Verification Begins – Sunday, Dec. 2, 2018

Number: 1811-03

General Information

This broadcast message serves as a reminder that the Student and Exchange Visitor Program (SEVP) annual principal designated school official (PDSO), designated school official (DSO), responsible officer (RO) and alternate responsible officer (ARO) verification period begins Sunday, Dec. 2, 2018.

All PDSOs at SEVP-certified schools and ROs at the U.S. Department of State Exchange Visitor Program must complete the PDSO/DSO and RO/ARO annual verification by March 2, 2019.

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, every PDSO, DSO, RO and ARO must annually verify that they:

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

Key Dates

- **Verification Start Date:** Dec. 2, 2018
- **Verification End Date:** March 2, 2019

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: If verification is not completed by March 2, 2019

- DSOs and AROs lose access to SEVIS.
- Batch access is lost.
- PDSO and RO SEVIS functions will be limited to verification.
- School's failure to respond may result in a compliance action.

If you have any questions or concerns regarding PDSO or DSO changes or the verification process, please contact your assigned SEVP field representative or the SEVP Response Center (SRC). The SRC is available at 703-603-3400 or 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 1811-03 – Comment" entered in the subject line.

Disclaimer

This Broadcast Message is not a substitute for applicable legal requirements, nor is it itself a rule or a final action by SEVP. It is not intended to, does not, and may not be relied upon to create any right or benefit, substantive or procedural, enforceable at law by any party in any administrative, civil, or criminal matter.

