

**To:** All PDSOs, DSOS, ROs and AROs

**Date:** Nov. 10, 2016

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

**Number:** 1611-02

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### **General Information**

As a federal database, the Student and Exchange Visitor Information System (SEVIS) is subject to the Federal Information Security Management Act (FISMA). The act requires the 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), 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 and continue to be selected to serve as a PDSO, DSO, RO or ARO, and
2. Require continued access to SEVIS.

The Student and Exchange Visitor Program (SEVP) will conduct its second annual verification beginning Dec. 2, 2016, and ending March 2, 2017. 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. 2 through March 2
- Who Can Submit the Verification — PDSOs and ROs
- Notification Method — Broadcast message and notice on the Message Board upon logging into SEVIS

If your school or exchange visitor program 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](#) or the attachment for instructions on how to do this.

Direct any questions about PDSO or DSO changes to [SEVP@ice.dhs.gov](mailto: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.

For additional resources, please visit the [Study in the States](#) SEVIS page:

- [PDSO/DSO Verification](#) page on the SEVIS Help Hub
- [RO/ARO Annual Verification User Guide](#) (PDF)
- [SEVIS Annual Verification of School and Sponsor Users FAQ](#)
- [Annual Verification of School Officials](#) (Demo)

Direct any questions you have about the verification process to [SEVISTechnicalFeedback@ice.dhs.gov](mailto:SEVISTechnicalFeedback@ice.dhs.gov).

### **Comments**

To comment on this broadcast message, please email [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov) with “Broadcast Message 1611-02 Comment” entered in the subject line.

### **Disclaimer**

The 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.