

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

To: DSOs and PDSOs at SEVP-certified schools only (for F and M students); ROs and AROs at Department of State programs only (for J-1 students)

Date: Nov. 5, 2018

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

Number: 1811-02

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 (PDSO), designated school officials (DSO), responsible officers (RO), and alternate responsible officers (ARO) must annually verify that they are still employed by the organization, continue to be the selected PDSO, DSO, RO or ARO, and require continued access to SEVIS.

The Student and Exchange Visitor Program (SEVP) will conduct the next annual verification from Dec. 2, 2018 through March 2, 2019. PDSOs and ROs will have 90 days to review and provide verification for all 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 SEVIS Message Board upon SEVIS log-in

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.

If you have any questions or concerns regarding this matter, please contact your assigned SEVP field representative or the SEVP Response Center (SRC). The SRC is available at 703-603-3400, 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 1811-02 Comment” entered in the subject line.

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