

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

To: All SEVIS Users

Date: Nov. 2, 2023

Number: 2311-02

General Information

This Broadcast Message serves as a reminder that the Student and Exchange Visitor Information System (SEVIS) annual verification period for principal designated school officials (PDSOs), designated school officials (DSOs), responsible officers (ROs) and alternate responsible officers (AROs) begins on Sunday, Dec. 3, 2023. The annual verification period is starting a day later than normal because 2024 is a leap year. All Student and Exchange Visitor Program (SEVP) certified schools and U.S. Department of State designated sponsors **must complete the annual verification process by Saturday, March 2, 2024.**

As a federal database, SEVIS is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems 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 and continues to be a PDSO, DSO, RO, or ARO.
2. Requires continued access to SEVIS.

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

Key Dates

- **Verification start date:** Sunday, Dec. 3, 2023.
- **Verification end date:** Saturday, March 2, 2024.

Consequences

Failure to complete the annual verification process by Saturday, March 2, 2024, will result in loss of SEVIS and Batch access for all unverified PDSOs, DSOs, ROs or AROs on Sunday, March 3, 2024. Access to SEVIS will be restored only after a PDSO or RO verifies their continued need for SEVIS access.

A school is considered out of compliance with record keeping and reporting regulations, if all its officials are not verified by March 2. SEVP may take additional compliance actions against a school, up to and including withdrawal, for schools that fail to complete the verification process.

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.

Refer to the following resources for information about how to update a PDSO or RO:

- [SEVP Fact Sheet: Designated School Official Submissions](#) on [ICE.gov/SEVP](#).
- [SEVIS Job Aid: Update School Officials](#) on the [SEVIS Help Hub](#).
- [SEVIS User Manual for Exchange Visitor Program Sponsor Users \(RO/ARO\) of SEVIS Volume I, Forms DS-3036 and DS-3037](#).

For questions about the annual verification or updating school officials, please contact the SEVP Response Center (SRC) via phone at 703-603-3400 or 1-800-892-4829 or via email at SEVP@ice.dhs.gov. The SRC is open Monday through Friday, 8 a.m. to 6 p.m. ET, except for federal holidays.

Disclaimer

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