

## **Broadcast Message: PDSO/DSO and RO/ARO Annual Verification Begins Today**

**To:** All SEVIS users

**Date:** Dec 2, 2024

**Number:** 2412 – 01

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### **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 today, Dec. 2, 2024. All Student and Exchange Visitor Program (SEVP) certified schools and U.S. Department of State designated sponsors **must complete the annual verification process by March 2, 2025.**

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:

- Is still employed by the organization and continues to be a PDSO, DSO, RO, or ARO.
- Requires continued access to SEVIS.

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

### **Key Dates**

- **Verification Start Date:** Dec. 2, 2024
- **Verification End Date:** March 2, 2025

### **Consequences for Not Completing Annual Verification**

Failure to complete the annual verification process by March 2 will result in:

- Loss of SEVIS access for any unverified PDSOs, DSOs, ROs, or AROs.
- Loss of Batch access.
- The only further action PDSOs and ROs can take is to verify their DSOs or AROs.
- May result in a compliance action.

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:

- [SEVP Fact Sheet: Designated School Official Submissions](#) on [ICE.gov/SEVP](https://ice.dhs.gov/SEVP).
- [SEVIS Job Aid: Update School Officials](#) on the [SEVIS Help Hub](#).

Refer to the following resource for information about how to update an RO:

[SEVIS Manual](#).

For questions about the annual verification or updating school officials, 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](mailto: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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