U.S. Immigration and Customs Enforcement

U.S. Department of State

SEVIS 6.18 Pre-Release Webinar
# School/Program Official Verifications

Today's Presenters

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Communications

- Use the Questions Pod to let us know if you are having audio or other technical issues.

- Type your questions in the Questions Pod as they occur to you.

There will be a Q&A session at the end of the webinar, where we will answer your questions, but you may submit questions at any time.
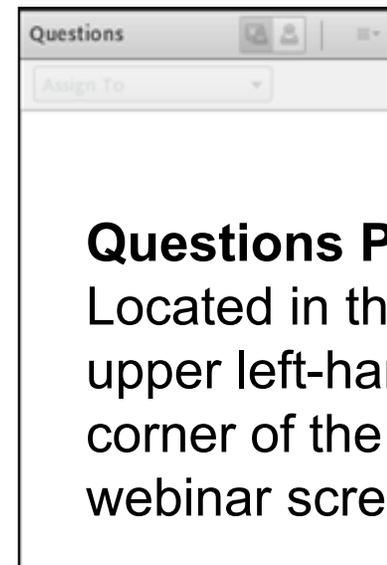
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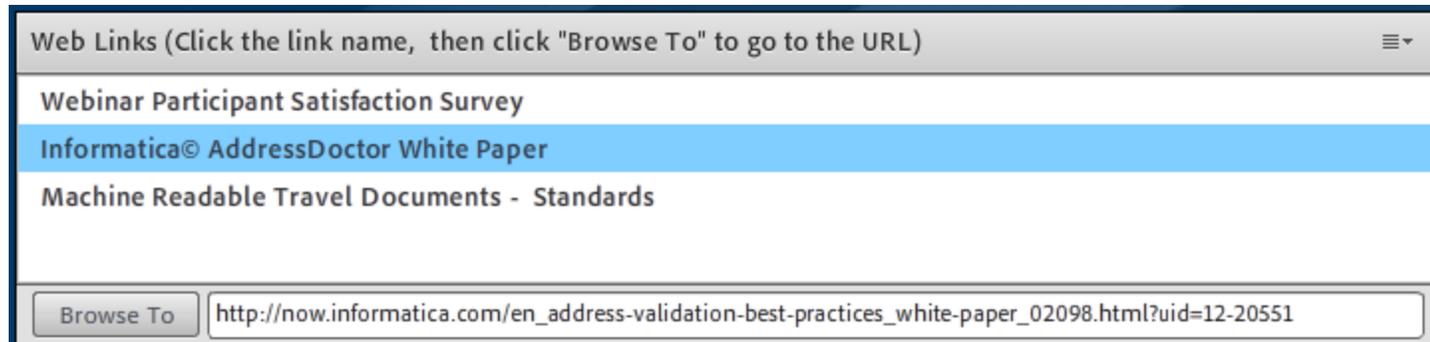4. Save the file using your system procedures.

Documents Available To Download Today

- Webinar Slides

- PDSO/DSO Annual Verification User Guide

- RO/ARO Annual Verification User Guide

> **Note:** Also look on *Study in the States* for the Webinar Slides and User Guide.

Web Links Pod

Web Links (Click the link name, then click "Browse To" to go to the URL)

Webinar Participant Satisfaction Survey

Informatica© AddressDoctor White Paper

Machine Readable Travel Documents - Standards

Browse To   http://now.informatica.com/en_address-validation-best-practices_white-paper_02098.html?uid=12-20551

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Web Links Available Today

- Webinar Satisfaction Survey

Agenda

SEVIS School/Sponsor Verification

- Overview

- Key Facts

- Verification Process

- E-mail Messaging

  – Warnings

  – Reminders

- FAQs

- Questions and Answers

- Resources

Overview

- Annual verification of all school and program officials: PDSOs, DSOs, ROs, and AROs.

- Federal Information Security Management Act (FISMA) requires review and verification of all users who access a government system.

- Confirms users' continued business need for access to SEVIS.

- Ensures the integrity of SEVIS information.

Note: This is **NOT** a background check.

Key Facts

SEVIS P/DSO Verification	
Frequency of Verification	Annually
Length of Verification Event	90 Days
Verification Period	December 2nd to March 2nd Deadline: March 3rd at 12:01 AM EDT
First Verification Window	December 2, 2014 to March 2, 2015
Notification Method	A message upon logging into SEVIS and a system-generated e-mail from SEVP

Annual Verification Period

December 2nd to March 2nd

- Same dates
- Every year

> **SEVP strongly encourages all PDSOs and ROs to complete the verification process as soon as possible after December 2. The process is very easy and there is no value to postponing the task.**

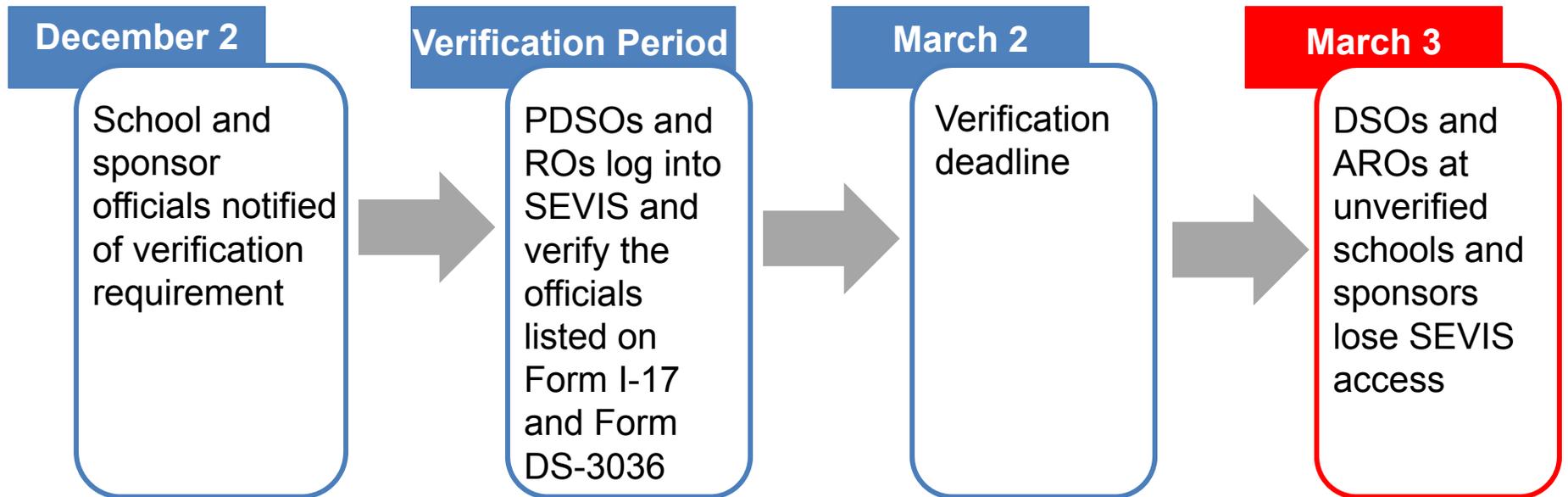# Before You Start

ONLY a PDSO or RO can verify SEVIS users.

> If your institution does not have a PDSO/RO or that person will not be available during the verification period – notify the institution **immediately** to begin the process of designating another individual to act in the capacity of a PDSO/RO.
>
> Refer to the following fact sheet issued by SEVP:
> **www.ice.gov/doclib/sevis/pdf/dsoupdateprocesssheet.pdf**

SEVIS TIP

Process Overview

December 2	Verification Period	March 2	March 3
School and sponsor officials notified of verification requirement	PDSOs and ROs log into SEVIS and verify the officials listed on Form I-17 and Form DS-3036	Verification deadline	DSOs and AROs at unverified schools and sponsors lose SEVIS access

Verification Process Demonstration

Begin Verification Process

1. Log into SEVIS.

(PDSOs/DSOs) and (ROs/AROs) see the same message:

- PDSOs and ROs see the **required to verify** link enabled.

- DSOs and AROs also see the message, but the required to verify link is not enabled.

2. Click the **required to verify** link.

DSO Verification Page

ARO Verification Page

ARO Verification page is slightly different:

- Radio button next to RO's name is pre-populated as **Yes**.

- All other functionality is the same.

Verification Page Actions

Ciapponi Institute of Theory

462 Ciapponi Way, Culpeper, VA, 22701

For each person listed, indicate YES if the person is still employed by your program and requires continued access to SEVIS. Indicate NO, if the person does not meet these criteria. If you indicate NO, that person will lose their SEVIS role for your program. See Help for more information.

◉ PDSO	Ciapponi, Robin	222-222-2222	Rciapponi@univ.domain.edu
○ Yes ○ No	Allen, Jared	222-222-2222	Jallen@univ.domain.edu
○ Yes ◉ No	Robertson, Helene	222-222-2222	Hrobertson@univ.domain.edu

The above user will no longer be able to access SEVIS as an official for Ciapponi Institute of Theory

Clear Selections   Submit

"No" message:

The above user will no longer be able to access SEVIS as an official for the <Name of School or Program>.

Clicking "**No**" means that user will be **immediately** locked out of SEVIS.

3. Click the **PDSO** radio button to verify the person listed is still the PDSO for this campus.

4. Click **Yes** or **No** next to each user's name:
   - **Yes** = employed by the institution as a P/DSO and needs continued SEVIS access.
   - **No** = no longer employed by the institution as a P/DSO.

5. Click **Submit**.

Yes, It's That Easy

School Name - Campus Name

Robertson Institute for Applied Learning-Ciapponi Institute of Theory

Robertson Institute for Applied Learning-Feet Institute of Specifics

Robertson Institute for Applied Learning-Main Campus

Robertson Institute for Applied Learning-The Allen Applied Knowledge Institute

- Screen message received by the PDSO.

> You have successfully verified your user(s) for **Ciapponi Institute of Theory**
>
> 09/30/2014 13:59:44

- Verified campus name is removed from the **School Name – Campus Name** list.

- Complete verifications for the rest of the campuses – in any order.

Note: A school is considered "verified" when the officials at **ALL** of its campuses are verified.

Populating User Radio Buttons

"Yes" or "No" must be selected for each person at a campus or program, or an error message is received.

You must indicate YES or NO for each person at Ciapponi Institute of Theory and ensure the PDSO is also selected.

OK

PDSO Error Message

The radio button next to a PDSO's name <u>is not</u> pre-populated as "Yes."

You must indicate YES or NO for each person at Robin Ciapponi Equine Research Institute.

OK

RO Error Message

The radio button next to an RO's name <u>is</u> pre-populated as "Yes."

"Missing" DSO Names

- Requested DSO names will not be on the list, if they have not yet been adjudicated by the School Certification Unit (SCU).

- Once the addition of a new DSO is approved by the SCU, the DSO's name will appear on the list only if the school/campus has not been verified.

Ciapponi Institute of Theory

462 Ciapponi Way, Culpeper, VA, 22701

For each person listed, indicate YES if the person is still employed by your program and requires continued access to SEVIS. Indicate NO, if the person does not meet these criteria. If you indicate NO, that person will lose their SEVIS role for your program. See Help for more information.

⦿ PDSO		**Ciapponi, Robin**	222-222-2222	Rciapponi@univ.domain.edu
◯ Yes	◯ No	**Allen, Jared**	222-222-2222	Jallen@univ.domain.edu
◯ Yes	⦿ No	**Robertson, Helene**	222-222-2222	Hrobertson@univ.domain.edu

The above user will no longer be able to access SEVIS as an official for Ciapponi Institute of Theory

Clear Selections   Submit

- If the school/campus has been verified and is then followed by the approval of a new DSO, the new DSO's name will appear on the following year's annual verification.

Correcting Verification Errors: F/M

PDSO Verification Error	Level of Difficulty	Required Actions
Designated a DSO as "Yes" and really meant to designate them as "No."		Update the Form I-17 and remove the DSO. The change is immediate and does not need adjudication from the School Certification Unit.
Designated a DSO as "No" and really meant to designate them as a "Yes."		Update the Form I-17 and add the DSO. The change requires adjudication from the School Certification Unit. Reference: **www.ice.gov/doclib/sevis/pdf/dsoupdate processfactsheet.pdf**

Correcting Verification Errors: J-Program

RO Verification Error	Level of Difficulty	Required Actions
Designated an ARO as "Yes" and really meant to designate them as "No."		Access the Official Information page and remove the ARO. The change is immediate and does not require review by DoS.
Designated an ARO as "No" and really meant to designate them as a "Yes."		Access the Official Information page and submit a request to add an ARO. The change may require review by DoS. Reference: *User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS: Volume I*

Additional F/M Facts

School Name - Campus Name

Robertson Institute for Applied Learning-Ciapponi Institute of Theory

Robertson Institute for Applied Learning-Feet Institute of Specifics

Robertson Institute for Applied Learning-Main Campus

Robertson Institute for Applied Learning-The Allen Applied Knowledge Institute

- PDSO at any campus of a school can verify DSOs for any of the school's other campuses.

- It's up to the school to decide how to manage their PDSOs and the verification process, because…

…not verifying even **one** school by the deadline results in **ALL** officials at **ALL** campuses being locked out of SEVIS.

Messaging: Reminder E-mails

"Reminder" e-mails will be sent 30, 15, and 5 days before the verification deadline:

> This is a reminder from SEVP. The RO for program: <name> must log into SEVIS and verify that all ARO(s) listed for your program that still require access to SEVIS and remain employed by your program.
>
> Users not verified by 3/2/<year> will be locked out of SEVIS.
> For programs that use batch, this could impact the ability to submit batch updates.
>
> If locked out, regaining SEVIS access will require evidence of continuing employment and need for access to SEVIS.

Messaging: Locked Out of SEVIS

The purpose of this e-mail is to inform you that you no longer have access to <Name of School/Campus> because a PDSO associated with that school has not verified your information in the SEVIS system. If you need continued access to the school, please contact the PDSO of your campus to inform them that you no longer have access to SEVIS. The PDSO must verify all school users. Please do not contact the SEVIS Help Desk regarding this matter unless your PDSO is not available.

FAQs

![SEVP - Student and Exchange Visitor Program logo]

FAQs

Q: Why is there a link to a user's e-mail address on the DSO verification screen?

Q: For schools/campuses with more than one PDSO – does it matter to SEVP which PDSO completes the verification process at a school or campus?

FAQs - continued

Q: **What if a DSO's name is missing from a school's/campus' list of names?**

Q: **Do DSOs validated as "Yes" receive a message once the verification is complete?**

Q: **What if the PDSO listed is no longer the PDSO at the school?**

Questions and Answers

Resources

Study in the States Website

- SEVIS Information Page
  - **http://studyinthestates.dhs.gov/sevis**
- Webinar Page
  - **http://studyinthestates.dhs.gov/webinars**

Other Resources

- SEVIS E-mail: **SEVISTechnicalFeedback@ice.dhs.gov**
- Department of State E-mail: **jsevis@state.gov**
- SEVP Response Center: **SEVP@ice.dhs.gov**
- SEVIS Help Desk: **800-892-4829**