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Verification Period

Q: What is the verification period?

A: The annual verification period is December 2nd through March 3rd.

Q: Will this period be the same every year?

A: Yes. The verification period will be the same every year.

General Questions

Q: Why do schools and sponsors have to verify their official each year?

A: As a federal database, SEVIS is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual 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 Primary Designated School Official (PDSO), Designated School Official (DSO), Responsible Officer (RO), and Alternate Responsible Officer (ARO) who has access to SEVIS:

1. Is still regularly employed by the organization and continues to be the designated PDSO, DSO, RO, or ARO.
2. Requires continued access to SEVIS.

Q: Who can submit the verification?

A: Only PDSOs and ROs can submit the verification.



- Q: What should be done if my school does not have a PDSO or if the existing PDSO is not available during the verification period?**
- A: If a school does not have a PDSO to complete the verification, the school must take immediate steps to add a PDSO who can submit the verification. SEVP's [DSO Update Process Fact Sheet](#) describes how to initiate a change of PDSO if the PDSO on record is no longer available to process the change.
- Q: Which school or sponsor officials appear on the lists of officials to verify?**
- A: All approved school and sponsor officials should appear on the list of officials to verify.
- Q: If a DSO or ARO is approved after the PDSO or RO submits the annual verification, but before March 2nd, does that official have to be verified separately?**
- A: No. Officials approved after the PDSO or RO submits the annual verification will be included in the following year's verification.
- Q: Can officials be verified individually?**
- A: No. There is no way to verify officials individually.
- Q: What happens if a PDSO or RO selects "No" next to a DSO's or ARO's name?**
- A: A "No" selection will display an on-screen message informing the PDSO or RO that the user will no longer be able to access SEVIS as an official of that particular school or program. DSOs and AROs for whom "No" is selected will lose SEVIS access when the PDSO or RO submits the verification.
- Q: How soon after submission will the DSO or ARO lose access to SEVIS if the PDSO or RO selected "NO?"**
- A: Immediately upon submission, the DSO or ARO will lose the ability to log in to SEVIS. If the official has an active SEVIS session at the time of submission, the official can finish the session, but will not be able to log back in to SEVIS after the active session ends.
- Q: Are DSOs and AROs notified when the PDSO or RO submits the verification?**
- A: DSOs and AROs do **not** receive an email message when their school or program's verification is submitted. Submission of the verification can be confirmed by:
- The absence of the verification notice on the Message Board.
 - For schools, the *School Information* page reflects that all campuses of the school have been verified and reflects a Next User Verification Date that is a year into the future.
- Q: Will DSOs and AROS with "No" validations be notified that their access has been revoked?**
- A: No. They will not be notified of the revoked access. The "NO" designation means the individual no longer holds the role of DSO or ARO and no longer requires SEVIS access.



Q: On the *DSO Verification* page, why does the list of school or sponsor officials to be verified include the users' email address?

A: Email addresses of school officials are listed to make it easier for a PDSO to contact school officials at all the campuses. Since SEVIS allows PDSOs at any of a school's campuses to submit the verification for the school's other campuses, this contact information might be useful to verify an unfamiliar name.

Q: For schools that have different PDSOs on different campuses, does it matter to SEVP which PDSO completes the validation process for the school?

A: No. It does not matter to SEVP which PDSO completes the validation process for the school's various campuses. It is up to the school to determine who should complete the verification.

Consequences for NOT Verifying Officials

Q: What if the PDSO or RO does not verify the DSOs and ROs at the institution by March 2nd?

A: If a PDSO or an RO does not verify their organization's officials, the following happens on March 3rd:

- DSOs and AROs are locked out of SEVIS. They cannot edit or update any nonimmigrant records.
- PDSOs and ROs can log in to SEVIS, but they can only complete the validation process. They cannot edit or update any nonimmigrant records.
- The organization will not be able to upload any updates via batch.
- The school or program is deemed out of compliance with recordkeeping and reporting regulations; and may be withdrawn from participation in the Student and Exchange Visitor Program.

Q: What happens if a PDSO at a multi-campus school fails to verify one of the campuses?

A: A school is considered verified only when ALL the campuses at the school are verified. If a school does not complete the verification process for ALL the campuses on their school list by March 2nd, EVERY SEVIS official for that school on EVERY campus will be locked out on March 3rd.

Even DSOs at campuses that had previously been verified will be locked out of SEVIS. Their access to SEVIS will be restored only after a PDSO verifies all SEVIS officials.

Q: Are school and sponsor officials notified if a PDSO or an RO misses the validation deadline?

A: Yes. On March 3rd DSOs and AROs at unverified schools or programs receive an email informing them of their loss of access to SEVIS. The email also advises them to contact their PDSO or RO.



Notifications

- Q: Will schools and sponsors be notified when the verification period begins?**
- A: Yes. All school and sponsor officials will receive a broadcast message when the verification period begins. Additionally, after they log in to SEVIS, they will see a notification on the Message Board and on the School/Sponsor Information pages.

- Q: How long will the notification appear on the Message Board and School/Sponsor Information pages in SEVIS?**
- A: The notification will appear until the PDSO or RO verifies the school or sponsor officials at each campus or program.

- Q: When will school and program officials receive email reminders?**
- A: SEVIS will generate automatic email reminders 30, 15, and 5 days before the verification deadline.

Errors in Submitting the Verification

- Q: What happens if a PDSO or RO forgets to select a radio button for a DSO or an ARO?**
- A: If the PDSO or RO clicks **Submit** without populating the radio button next to every DSO or ARO on the verification list, SEVIS will display an error message. The message informs the PDSO or RO to indicate YES or NO for each person at the school or program.

- Q: What if the PDSO mistakenly submits a “Yes” verification for a DSO, but later realizes the DSO should have been designated “No”?**
- A: If a DSO should have been designated “No” during the verification, the PDSO can easily fix this mistake. The PDSO should immediately edit the Form I-17 to remove the DSO. This change takes effect immediately

- Q: What if the PDSO mistakenly submits a “No” verification for a DSO, but later realizes the DSO should have been designated “Yes”?**
- A: If a DSO is designated “No” and they should have been designated “Yes”, the PDSO must edit the Form I-17 to add the official to the school. This edit requires adjudication by SEVP. SEVP’s [DSO Update Process Fact Sheet](#) describes how to update Form I-17 to add officials.

Document Revision History

Date	Summary of Release
October 24, 2014	Initial release