

# SEVP Conference Bulletin

## Start the School Year Off Right! Best Practices and Reminders for DSOs

As the school year kicks off, SEVP wants to remind designated school officials (DSOs) of helpful tips and practices for staying up to date with SEVP rules and regulations. Listed below are best practices for school officials to use when handling SEVP reporting requirements and maintaining communication with their students:

- Review school and DSO rosters during your school's registration cycles. Report any changes to SEVP.
- Make updates to your school's Form I-17 as soon as a change occurs. All Form I-17 changes must be reported within 21 calendar days.
- Develop a handout for incoming and continuing students on maintaining status.
- Provide an emergency contact number to students so they can reach you immediately in case any issues arise. It is a good idea to place the phone number on the student's Form I-20 so they can access it at all times.

If you have any additional questions concerning the international student process, SEVP hosts the monthly "Questions from Designated School Officials" series on [Study in the States](#). If you are a DSO and would like to submit a question, email us at [SEVPCommunications@ice.dhs.gov](mailto:SEVPCommunications@ice.dhs.gov) with the subject line "Questions from DSOs."

## Contact Us

If you have any questions or are interested in SEVP participating in your event, please submit your request to the [SEVPCommunications@ice.gov](mailto:SEVPCommunications@ice.gov). Recently attended an SEVP conference or joined in an online webinar? SEVP wants your feedback! Fill out the Stakeholder Satisfaction Survey on [Study in the States](#) to give us feedback on our outreach events so we can provide you with the best and most useful information.

### SEVP Response Center

703-603-3400 | [SEVP@dhs.gov](mailto:SEVP@dhs.gov)



U.S. Immigration  
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Be sure to follow [Study in the States](#) on Twitter (@StudyInStates) and Facebook (Facebook.com/StudyintheStates) for the latest information from DHS on international education.



<http://studyinthestates.dhs.gov/conferences-outreach>

## Policy Update: Upcoming Draft Guidance for Comment

SEVP wants your feedback on draft guidance. We request your feedback on draft and interim final guidance before we finalize it. SEVP policy officials review all stakeholder comments before presenting feedback to a government working group. We make changes, where appropriate, before posting final guidance to our website on [ICE.gov](http://ICE.gov).

In the coming months, SEVP expects to release the following draft guidance for comment on [Study in the States](#):

- Student employment (on/off campus employment), Optional Practical Training (OPT), emergent circumstances and internships),
- Student absences for F-1 and M-1 students,
- Annual vacation,
- Timely filing, and
- Bridge programs and conditional admission.

Please visit the [SEVP Guidance for Comment](#) page on [Study in the States](#) to find instructions on the draft guidance process. This page contains information concerning the different types of guidance—draft, interim final and final—as well as how SEVP adjudicators use and interpret each type of guidance.