Responsibilities of the PDSO

The PDSO (principal designated school official) is solely responsible for keeping SEVIS updated with school information on the Form I-17, “Petition for Approval of School for Attendance by Nonimmigrant Student.” The PDSO MAY NOT delegate this responsibility to someone else.

The PDSO must:

- Respond promptly to requests for evidence by SEVP.
- Initiate and submit updates to the Form I-17 within 21 days of the change.
- Help DSOs maintain student records.

Recertification occurs every two years. The best way to prepare for it is to keep your school’s Form I-17 updated. Begin working on your recertification upon notification to avoid disruptions to your programs.

Note:

- The PDSO at the main campus is responsible for the entire school’s recertification at all campuses.
- Failure to follow instructions and understand the regulations governing recertification may result in your school being withdrawn from SEVIS.

Failure to report updates may result in withdrawal of SEVP certification.

“Notification of Recertification” sent 180 days prior to the certification expiration date.

Failure to file for recertification by the certification expiration date will result in automatic withdrawal of the school.

If withdrawn, your school is no longer eligible to issue Forms I-20, “Certificate of Eligibility for Nonimmigrant Student Status.”