## Form I-17 Cycle Diagram



## **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 <u>MAY</u> <u>NOT</u> delegate this responsibility to someone else.

The PDSO must:

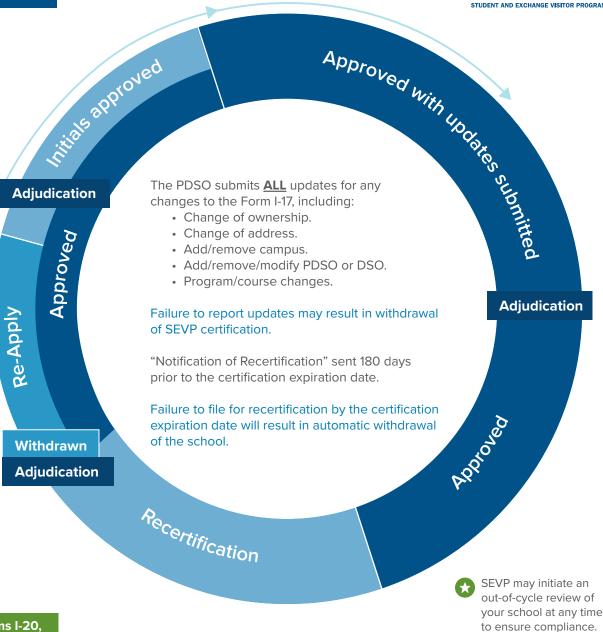
- Respond promptly to requests for evidence by SEVP.
- Initiate and submit updates to the Form I-17 within 21 days of the change.
- Help DSOs maintain student records.

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Failure to follow instructions and understand the regulations governing recertification may result in your school being withdrawn from SEVIS.

If withdrawn, your school is no longer eligible to issue Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status."



For SEVIS technical questions, call: 800-892-4829 or email <u>SEVISHelpDesk@ice.dhs.gov</u> Contact the SEVP Response Center at <u>SEVP@ice.dhs.gov</u> or 703-603-3400 for policy questions For more information, visit http://studyinthestates.dhs.gov Last updated JUNE 2018