Principal Designated School Official (PDSO)

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM

vs. Designated School Official (DSO)

Understanding the differences in responsibilities can help your school remain compliant with federal regulations and ensure your students' SEVIS records are accurate.

⚠ **WARNING: DO NOT SHARE SEVIS PASSWORDS.** This is a violation of DHS Sensitive Systems Policy Directive 4300A, dated March 14, 2011, and will result in disciplinary action.

SEVIS TASK	PDSO**	DSO
Add and delete campuses (Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student")	YES	NO
Add, delete, update, save and submit changes to the information for PDSOs and DSOs, including assigning roles (Form I-17)	YES	NO
Update and save school information changes (Form I-17)	YES	YES
Submit school information changes (Form I-17)	YES	NO
Initiate and submit recertification application (Form I-17)	YES	NO
Issue Forms I-20, "Certificate of Eligibility for Nonimmigrant Student Status," and maintain student and dependent records in SEVIS	YES	YES
Cancel transfer of arriving new student (if the record is in Initial status)	YES	NO
Issue password reset for DSO (if the DSO has been inactive for 45 days)	YES	NO
Return student records back to Initial status within 15 days of being set to Active or Canceled status	YES	YES
Register school for the SEVIS Batch interface	YES	NO

**SEVP will utilize the PDSO as the point of contact for any compliance-related matters or requests.

For more detailed information, please see related articles on the SEVIS Help Hub.