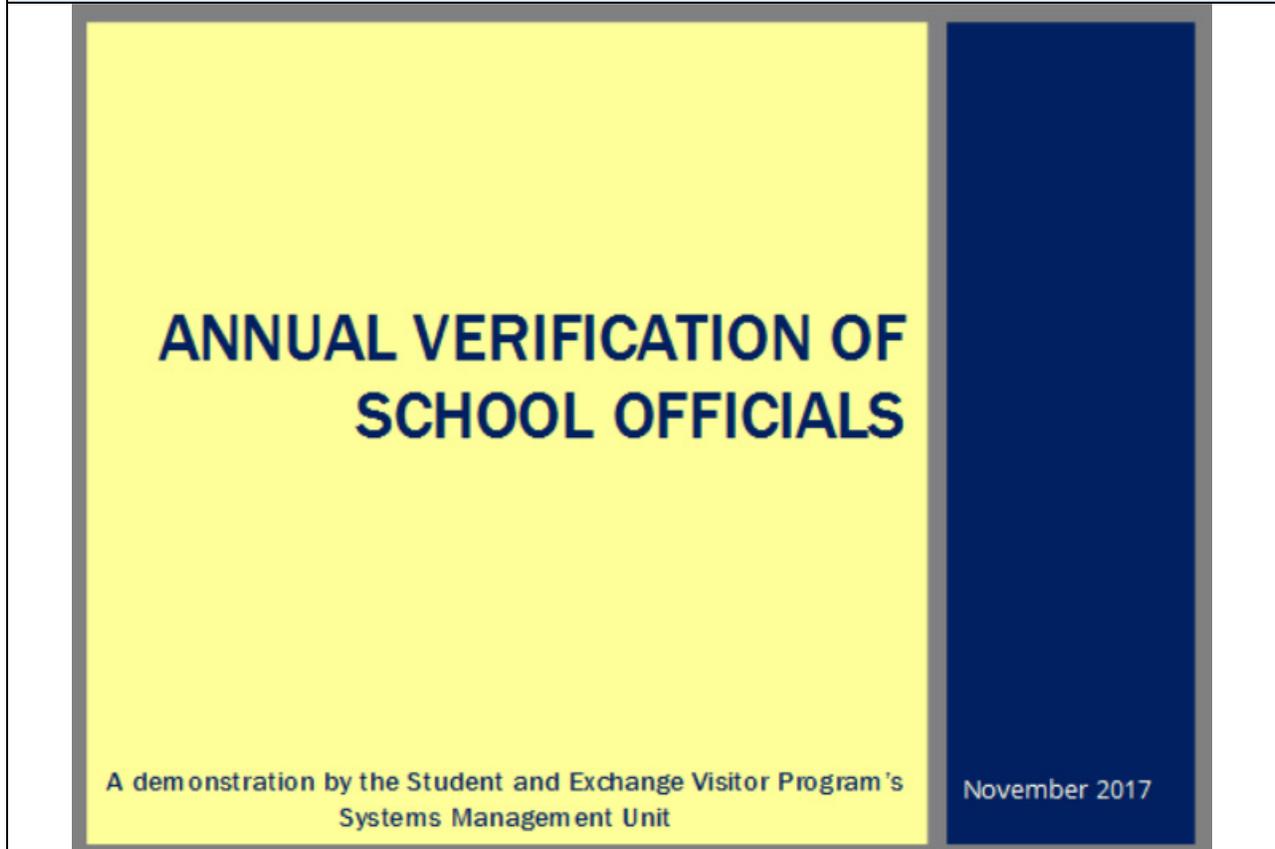


**SEVIS Video: Annual Verification of School
Officials
Transcript**

Scene 1 - Title Slide



Scene Description	Narration
Title slide with the words Annual verification of school officials. A demonstration by the Student and Exchange visitor Program's Systems Management Unit.	

Scene 2 – FISMA Requirements

The Annual Verification of School Officials

- Federal Information System Management Act (FISMA) requires SEVP to verify that SEVIS users have the authority and the need to access SEVIS.

Key Facts

Scene Description	Narration
Text slide that reads: Federal Information System Management Act (FISMA) requires SEVP to verify that SEVIS users have the authority and the need to access SEVIS.	<p>Key Facts</p> <p>SEVIS is a federal database subject to the Federal Information Security Management Act, or FISMA.</p> <p>FISMA required the annual review and verification of every users with access to a federal system.</p>
The following text displays on screen: <ul style="list-style-type: none">• PDSOs must confirm officials listed on the Form I-17:<ul style="list-style-type: none">• are still employed by the school• still require SEVIS access as a PDSO or DSO.	Principal designated school officials, or PDSOs, must verify that officials listed on the Form I-17 are still employed by the school and still requires SEVIS access.

Scene 3 - Timeframe

Timeframe	Key Facts
<p>Frequency: Annual</p> <p>Length of Verification Period: 3 months</p> <p>Verification Period:</p> <ul style="list-style-type: none">• December 2 - March 2, if March 2 is in a non-leap year• December 3 - March 2, if March 2 is in a leap year	

Scene Description	Narration
<p>Text slide that reads: Timeframe Frequency: Annual Length of Verification Period: 3 months Verification Period: December 2 - March 2, if March 2 is in a non-leap year December 3 - March 2, if March 2 is in a leap year</p>	<p>PDSOs must verify themselves and all designated school officials (DSOs) at their school every year. They have three months to complete this task.</p> <p>PDSOs can only access the functionality during the three-month verification period. Once the PDSO finishes verifying officials for every campus at the school, the functionality and the associated notices go away.</p> <p>If March 2nd falls in a non-leap year, the verification functionality and the notices become available on December 2nd. If March 2nd falls in a leap year, they become available on December 3rd.</p>

Scene 4 – Who Can Complete the Verification?

Who can Complete the Verification?

- Only PDSOs
- Any PDSO at a school can complete the verification for all the campuses at the school
- Schools that do not have a PDSO to complete the annual verification must email SEVP for help replacing the PDSO:
Form17SupportingEvidence@ice.dhs.gov

Key Facts

Scene Description	Narration
<p>Text Slide: Who can complete the verification?</p> <ul style="list-style-type: none">• Only PDSOs• Any PDSO at a school can complete the verification for all the campuses at the school• Schools that do not have a PDSO to complete the annual verification must email SEVP for help replacing the PDSO: Form17SupportingEvidence@ice.dhs.gov	<p>Even though all PDSOs and DSOs at a school are notified about the need to verify school officials, only PDSOs can actually do the verification.</p> <p>SEVIS allows any of the PDSOs at a school to complete the verification, even if it is for a campus where that person might not be the PDSO.</p>

Scene 5 – PDSO not Available to Complete Verification?

PDSO not Available to Complete Verification?

Schools that do not have a PDSO to complete the annual verification must follow the guidance found in the SEVP Fact Sheet 8.1: Designated School Official Submissions to replace the PDSO.

Key Facts

Scene Description	Narration
Frustrated student sits at her desk looking at a screenshot of an error message.	Schools that do not have or will not have a PDSO available to complete the verification must work with SEVP to have someone appointed as a PDSO. Follow the guidance in the SEVP Fact Sheet on DSO Submissions.
Resources: <ul style="list-style-type: none">• SEVP Fact Sheet 8.1: Designated School Official Submissions• Manage School Officials page on SEVIS Help Hub• SEVIS Job Aid: Update School Officials	A list of resources and their URLs is available at the end of this demonstration. For schools without a PDSO, the most important resources are the SEVP Fact Sheet 8.1: Designated School Officials Submissions on ICE.gov, and two resources on the SEVIS Help Hub: <ol style="list-style-type: none">1. The Manage School Officials page and2. The SEVIS job aid for updating school officials.

Scene 6 – Notifications

Notifications

School officials will receive several notifications

- Broadcast messages announcing the verification
- Reminder emails to officials at ***unverified*** schools at various times throughout the Any PDSO at a school can complete the verification for all the campuses at the school
- Success email to all school officials when PDSO successfully completes the verification for the school

Key Facts

Scene Description	Narration
Frustrated student at a computer with a screenshot of error message.	All school officials will receive two broadcast messages before the verification period starts - one roughly a month before and the other one day before. Once the verification period starts, SEVIS will email periodic reminders to officials at schools that have not yet completed the verification. SEVIS will email all school officials when the verification for all of the school's campuses is complete.

Scene 7 – Relationship to Certification or Recertification

**Relationship to Certification or
Recertification**

Annual verification of officials is NOT the same thing as:

- **Initial certification of the school or**
- **Recertification**

If you just went through Certification or Recertification, you must still complete this process.

Key Fact

Scene Description	Narration
<p>Text slide – text reads: Annual verification of officials is NOT the same thing as: Initial certification of the school or Recertification</p> <p>If you just went through Certification or Recertification, you must still complete this process.</p>	<p>Do not confuse the annual verification of school officials with Initial Certification or Recertification.</p> <p>You must complete the annual verification even if :</p> <ul style="list-style-type: none">• Your school was certified or recertified before December 2nd• You filed for or were approved for recertification• SEVP approved a change to your school officials before December 2nd. <p>Note: Schools granted SEVP-certification between December 2 and March 2 will participate in the next annual verification.</p>

Scene 8 – consequences of failing to verify

School Information
SEVP School for Advanced SEVIS Studies
School Code: BAL214F44444000

Key Facts

Page Navigation:
1. Contact Information
2. Overview of Study
3. Accreditation and Recognition
4. School Calendar, Credits and Governance
5. Campus, Instructional Staff and Offices

Next verification due by 2/27/2018. The PCSO for each campus is required to verify that the campus SEVIS users remain eligible for access to SEVIS. Any user not verified by this date will lose access to SEVIS.

Certification Expiration Date: 09/30/2019
School Status: APPROVED
Next User Verification Date: 03/02/2018
Campuses Verified: 0 of 3 Campuses
Previous School Code: N/A

Section 1: Contact Information

1.1 Approval for Attendance of Nonacademic Student:
Section 301(a)(1)(E) of the Act (Academic and Language Students)
Section 301(a)(1)(G) of the Act (Recreational Students)

1.2 Name of School or School System: SEVP School for Advanced SEVIS Studies

1.3 Name of Main Campus: SEVP School for Advanced SEVIS Studies

1.4 Mailing Address of the School:
128 N WORTH ST
ARLINGTON, VA 22201-1516

1.5 Telephone Number: 555-555-8888

Scene Description	Narration
Screenshot of the school information page with annual verification notice. Three arrows point out key parts of the page.	The school Information page offers three tools to help monitor progress:
The arrows disappear. Call-out text points to the annual verification notice at the top of the page. The text reads: “Notice that verification is due by March 2.”	1. A notice that displays only during the verification period for unverified schools.
Call-out text points to the Next User Verification Date field.	2. The date the next annual verification is due. This date displays permanently on the school information page.
Call-out text points to the Number of Campuses Verified field.	3. The number of campuses at the school that have been verified. This is a useful reference for schools with many campuses.

Scene 9 - Section title - How to verify



How to Verify

Scene Description	Narration
Text slide	How to verify.

Scene 10 – Broadcast Message Page

The screenshot shows the SEVIS Broadcast Messages page. At the top, there is a navigation bar with the SEVIS logo, user information (Student & Exchange Visitor Information System), contact details (1-800-892-4129, SEVIS Help Desk), and user roles (ROLES: DSO, PDSO, AO). Below the navigation bar, the page title is "Broadcast Messages". A yellow banner contains the verification notice: "Next verification due by 3/2/2018. The PDSO is required to verify that the campus SEVIS users remain eligible for access to SEVIS. Any user not verified by this date will lose access to SEVIS. See HELP for more information. 83 days remain until the next verification date." Below the banner is a table of messages with columns for Date Sent, Subject, Content, Attachments, and Withdrawn. A blue callout box points to the verification notice text. On the right side of the page, there is a vertical blue bar with the text "How to Verify".

Scene Description	Narration
<p>Screenshot of the Broadcast Message page with the annual verification notice called out.</p>	<p>When school officials at unverified schools log in to SEVIS on December 2nd or later, the Broadcast Message page displays a notice about the verification. The message is almost the same for both PDSOs and DSOs, but the PDSO’s message contains a link to the verification page.</p>

Scene 11 – DSO Verification page

The screenshot shows the SEVIS DSO Verification page. At the top, there is a navigation bar with the SEVIS logo, 'Student & Exchange Visitor Information System', and contact information. A blue callout box on the right side of the page contains the text 'How to Verify'. The main content area is titled 'DSO Verification' and displays '50 Days Remaining' and 'Due Date: 03/02/2016'. Below this, there is a list of school campuses under the heading 'Main Campus'. One campus is selected, showing details for 'Robertson, Helene' with a radio button for 'PDSO' and a 'Submit' button.

Scene Description	Narration
Screenshot of the DSO Verification page	When the PDSO clicks the hyperlink, the DSO verification page opens. This page has three parts.
A call out box highlights the number of days left and the due date	The first section displays the number of days remaining in the verification cycle and the due date.
A call out box highlights the list of campuses to be verified	The second section is a list of schools by campus that require verification. Verifications are done one campus at a time. Campuses come off the list as they are verified. If a school only has one campus, only one campus will display. If the PDSO is an official at more than one school, the PDSO will see every campus for every school.

Scene 12 – Verification Page for DSOs at a Campus

Main Campus
123 Main Street, Anywhere, MD 12345

Click the radio button next to your name as PDSO to indicate you are currently acting as a PDSO.

For each person listed, indicate YES if the person is still employed by your school and requires continued SEVIS access or NO if the person does not meet the criteria. If you indicate NO, that person immediately loses SEVIS access for that school/campus. DSO access can only be restored by filing a Form I-17 update.

Note: For duplicate PDSO entries, click BOTH radio buttons. For duplicate DSO entries, click the SAME response next to BOTH names. (Yes for both listed names or No for both listed names.)
Send an email to SEVISTechnicalFeedback@ice.dhs.gov and let them know of any duplicated names. Include: your name, the school's name, and which names were duplicated.

<input type="radio"/> PDSO		Robertson, Helene	222-222-2222	Helene.Robertson@sevis.com
<input type="radio"/> Yes	<input type="radio"/> No	Feet, Rita	222-222-2222	Rita.Fee@sevis.com
<input type="radio"/> Yes	<input type="radio"/> No	Fister, Jared	222-222-2222	jared.m.fister@sevis.com
<input type="radio"/> Yes	<input type="radio"/> No	Infield, Jared	301-555-5555	jared.m.infield@sevis.com
<input type="radio"/> Yes	<input type="radio"/> No	Mercer, Ingrid	222-222-2222	ingrid.mercer@sevis.com

[Clear Selections](#) Submit

How to Verify

Scene Description	Narration
Screenshot of the Verification Page for DSOs at a Campus	Completing the verification is a simple click of a series of radio buttons.
PDSO radio button selected	Click the radio button next to the name of the PDSO to confirm the individual listed is the PDSO.
DSO radio buttons selected	Next, click the appropriate radio button for each of the DSOs at the campus. Click yes to indicate the DSO is still at that campus.
Warning message displays for the DSO with the “no” radio button selected	PDSOs who want to delete a DSO from the Form I-17 can simply select “No” during verification to remove the official without submitting a Form I-17 update. Clicking “No” means the individual is no longer a DSO at that campus. SEVIS displays a warning message when “No” is selected. This is the only warning SEVIS will give. The DSO will lose access to the campus in SEVIS

Scene Description	Narration
	when the PDSO clicks submit. Note: If the DSO serves other campuses, the DSO can still access those other campuses at the school. If the DSO does not serve other campuses, he or she will not be able to log into SEVIS again.
Submit button is called out.	Once all selections have been made, click Submit. The annual verification for that campus is complete.

Scene 13 – Updated DSO Verification page

[Return to Message Board](#)

DSO Verification

00 Days Remaining Due Date: 03/02/2016

How to Verify

School Name - Campus Name

- [SEVIS School for Advanced Security Studies-Main Campus](#)
- [SEVP Robertson School for Advanced Study-Flight Academy](#)
- [SEVP Robertson School for Advanced Study-Robertson School Practical Skills](#)
- [SEVP School for Advanced SEVIS Studies-SEVP School for Advanced Security Studies](#)
- [SEVP School for Advanced SEVIS Studies-SMU Technical Institute](#)

[Clear Selections](#)

Flight Academy Another campus displays

567 Airport Road, Anywhere, MD 12345

Click the radio button next to your name as PDSO to indicate you are currently acting as a PDSO.

For each person listed, indicate YES if the person is still employed by your school and requires continued SEVIS access or NO if the person does not meet the criteria. If you indicate NO, that person immediately loses SEVIS access for that school/campus. DSO access can only be restored by filing a Form I-17 update.

Note: For duplicate PDSO entries, click BOTH radio buttons. For duplicate DSO entries, click the SAME response next to BOTH names. (Yes for both listed names or No for both listed names.) Send an email to SEVISTechnicalFeedback@ice.dhs.gov and let them know of any duplicated names. Include: your name, the school's name, and which names were duplicated.

<input type="radio"/> PDSO	Robertson, Helene	222-222-2222	Helene.Robertson@sevis.com
<input type="radio"/> Yes <input type="radio"/> No	Feet, Rita	222-222-2222	Rita.Feet@sevis.com
<input type="radio"/> Yes <input type="radio"/> No	Fisher, Jared	222-222-2222	jared.fisher@sevis.com
<input type="radio"/> Yes <input type="radio"/> No	Inhelt, Jared	301-555-5555	jared.inhelt@sevis.com
<input type="radio"/> Yes <input type="radio"/> No	Mercer, Ingrid	222-222-2222	ingrid.mercer@sevis.com

[Clear Selections](#)

The SEVP Robertson School's Main Campus no longer appears on list

Scene Description	Narration
<p>Screenshot of the DSO Verification page with another school displayed. The SEVP Robertson School no longer appears on the list of campuses needed verification.</p>	<p>The just-verified campus no longer appears on the list of campuses needing verification. Repeat this process until no more campuses are listed.</p> <p>A school is not verified until ALL of its campuses are verified. The process is simple.</p> <p>This process is completely separate from the Form I-17 update process and from Recertification. It will not lock the Form I-17.</p> <p>There is no reason to delay.</p>

Scene 14- Section Title - Consequences for Failing to Verify All Officials

**Consequences for Failing
to Verify all Officials**

Scene Description	Narration
Section title text slide	Consequences for Failing to Verify All Officials

Scene 15 – Failure to Verify

Failure to Verify

On March 3rd, the following happens to unverified schools:

- **DSOs lose access to SEVIS**
- **PDSOs can log in, but only to verify officials**
- **Schools that use batch processing lose the ability to upload batches**
- **Possible compliance action**

**Consequences
for Failing to
Verify**

Scene Description	Narration
<p>Text slide that reads: Failure to Verify On March 3rd, the following happens to unverified schools:</p> <p>DSOs lose access to SEVIS</p> <p>PDSOs can log in, but only to verify officials</p> <p>Schools that use batch processing lose the ability to upload batches</p> <p>Possible compliance action</p>	<p>On March 3rd, unverified schools face significant consequences: The DSOs lose the ability to log in to SEVIS. Even DSOs at campuses that were verified lose access - remember a school isn't verified until ALL of its campuses are verified. PDSOs can only log in to complete the verification. Batch access is lost for schools that use batch processing to update SEVIS. Not being able to issue Forms I-20 or to update SEVIS is bad enough, but unverified schools also face the possibility of a compliance action. When the verification is complete, access for all school officials is restored, except for those who the PDSO marked as "No" during verification.</p>

Scene 16 – A0pplicable Policies and Resources

Applicable Policies and Resources

POLICIES AND RESOURCES



SEVP guidance on updating school officials:
DSO Update Process Fact Sheet
<http://www.ice.gov/doclib/sevis/pdf/dsoUpdateProcessFactsheet.pdf>



SEVIS Resources on the SEVIS Help Hub
<http://studyinthestates.dhs.gov/sevis-help-hub>:

- PDSO/DSO Annual Verification page**
- SEVIS Annual Verification of School and Sponsor Users FAQ**
- Manage School Officials page**
- SEVIS Job Aid: Update School Officials**

Scene Description	Narration
<p>Text slide: Policy icon: SEVP guidance on updating school officials: SEVP Fact Sheet 8.1: Designated School Official Submissions https://www.ice.gov/doclib/sevis/pdf/factSheetDsoSubmissions.pdf</p> <p>Information icon: SEVIS Resources on the SEVIS Help Hub http://studyinthestates.dhs.gov/sevis-help-hub):</p> <ul style="list-style-type: none"> • PDSO/DSO Annual Verification page • SEVIS Annual Verification of School and Sponsor Users FAQ • Manage School Officials page • SEVIS Job Aid: Update School Officials 	<p>Policies and Resources A variety of resources exist to assist school officials complete the annual verification process. Schools without a PDSO should read SEVP Fact Sheet 8.1: Designated School Official Submissions, the Manage School Officials page, and the SEVIS Job Aid for updating officials. Detailed information about the annual verification of school officials can be found in the FAQ and the SEVIS Help Hub pages dedicated to the topic.</p>

Scene 17 – Closing slide

**FIND THIS AND
OTHER SEVIS
DEMONSTRATIONS ON
THE SEVIS HELP HUB**

<http://studyinthestates.dhs.gov/sevis-help-hub>

Produced by
the Student and
Exchange
Visitor
Programs'
Systems
Management
Unit.

November 2017

Scene Description	Narration
Text slide	Find this and other SEVIS demonstrations on the SEVIS Help Hub (http://studyinthestates.dhs.gov/sevis-help-hub) Produced by the Student and Exchange Visitor Programs' Systems Management Unit.

Scene 18 -

Scene Description	Narration