



**U.S. Immigration
and Customs
Enforcement**

SEVP Ask the Experts: PDSO and DSO Updates Way Forward

Pre-submitted Questions and Answers

Feb. 18, 2016

Note: The following questions have been edited for grammar and style. The content has not been changed.

Q: Does the Student and Exchange Visitor Program (SEVP) believe that it will meet the March 31, 2016 deadline for implementing a standard 10-business day turnaround time for all standalone and combined principal designated school official (PDSO) and designated school official (DSO) updates received with complete and accurate supporting documentation?

- A.** SEVP encourages schools to submit all PDSO and DSO updates separately from any other updates to the Form I-17, "Petition for Approval of School for Attendance by Nonimmigrant Student." The program is on track to clear the existing PDSO and DSO updates backlog by close of business on March 31, 2016, as long as PDSO and DSO requests received are complete and no request for evidence (RFE) is needed.

Q: Does SEVP have an estimate on how long it will take to process a PDSO or DSO update that requires a request for evidence under this new system?

- A.** Materials for an RFE are due to SEVP within seven calendar days of the date the RFE is sent. The timing for SEVP to process an RFE depends on the school's response time and the completeness of the evidence submitted. SEVP encourages all school officials to make sure they have all necessary documents prepared prior to submitting their request. If school officials need help to determine what evidence to submit at the time of request or update, please refer to the [DSO Fact Sheet](#) on ICE.gov/SEVP.

Q: Who should I contact if my PDSO or DSO update has been taking a long time?

- A.** For all PDSO and DSO update-related questions, school officials should direct their question, along with any additional information, to FormI17SupportingEvidence@ice.dhs.gov.

Q: What happens during the adjudication process for a PDSO or DSO update? What exactly is SEVP looking for?

- A.** During the adjudication process, SEVP will review the school's request and any evidence submitted.



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Q: My school is currently awaiting approval for recertification. However, we have had several staff changes and would like to add new DSOs to our Form I-17. How can we add these new officials if our petition is locked?

- A. For assistance with adding a DSO during the recertification process, please reference the [DSO Fact Sheet](#) on ICE.gov/SEVP.

Q: My school is also awaiting approval for recertification. However, our PDSO plans to retire in the near future. How can we change the PDSO on the Form I-17 if we are currently in the recertification process?

- A. For assistance with updating a PDSO during recertification, please reference the [DSO Fact Sheet](#) on ICE.gov/SEVP.

Q: If my school receives a Student and Exchange Visitor Information System (SEVIS) Broadcast Message about PDSO and DSO updates, does this mean that our school needs to make an update to our PDSO or DSO information?

- A. SEVIS Broadcast Messages are for your information only, *unless* the message indicates that an action is necessary. An example of the latter is that SEVP notifies school officials of the Annual PDSO and DSO Verification Project via SEVIS Broadcast Message. This project requires that the PDSO takes action to validate all school officials.

Q: Are PDSO and DSO updates part of the recertification process? Or, are they considered a separate process?

- A. While SEVP reviews PDSO and DSO information during recertification, updates to PDSO and DSO information are *not* considered part of the recertification process. Recertification is a separate process. Updates or changes to school official information are considered an update to the Form I-17 petition.

Q: Our school submitted a request to add a new DSO, but have not yet received a confirmation from SEVP. So, when we make any updates, we actually have a potential DSO “hanging out” in the system. How do we handle this situation?

- A. This question is case specific. Please direct your question to FormI17SupportingEvidence@ice.dhs.gov for assistance with this situation.