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## Overview

As a federal database, SEVIS is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and the authorization to access the system. To comply with FISMA, PDSOs and ROs must annually verify that every Primary Designated School Official (PDSO), Designated School Official (DSO), Responsible Officer (RO), and Alternate Responsible Officer (ARO) who has access to SEVIS:

1. Is still employed by the organization and continues to be the designated PDSO, DSO, RO, or ARO.
2. Requires continued access to SEVIS.

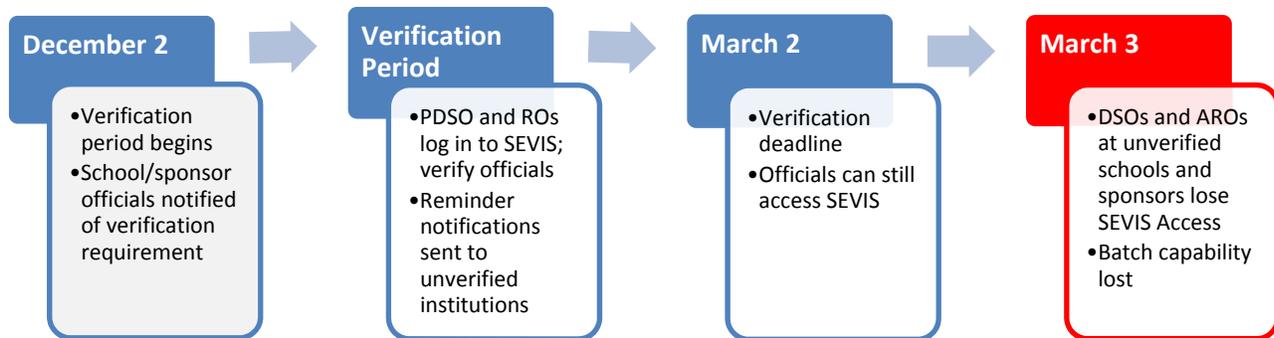
**SEVP strongly encourages schools and sponsors to complete the verification process as soon as possible after December 2nd. The process is easy. There is no value to postponing the task.**



Key Facts

SEVIS P/DSO Verification	
Frequency of Verification	Annually
Length of Verification Period	90 Days
Verification Period	December 2 <sup>nd</sup> to March 2 <sup>nd</sup> The deadline is March 3 <sup>rd</sup> at 12:01 AM EDT
First Verification Window	December 2, 2014 to March 2, 2015
Notification Method	A message upon logging into SEVIS and a system-generated email from SEVP

The Annual Verification Period at a Glance



Officials Authorized to Complete the DSO Verification

Only PDSOs can complete the verification of school officials.

**IMPORTANT**

**Only PDSOs can validate DSOs.**

If a school does not have a PDSO to complete the verification, the school must take immediate steps to add a PDSO who can submit the verification. SEVP's [DSO Update Process Fact Sheet](http://www.ice.gov/doclib/sevis/pdf/dsoUpdateProcessFactsheet.pdf) (<http://www.ice.gov/doclib/sevis/pdf/dsoUpdateProcessFactsheet.pdf>) describes how to initiate a change of PDSO, if the PDSO on record is no longer available to process the change.



### The Basic Verification Process

1. Log into SEVIS.

During the verification period – or until all schools/campuses and associated DSOs are verified – the PDSO sees the following message with the [required to verify](#) link enabled:

**Message Board**

Posting Begin Date	Posting End Date	Subject	Commands
04/24/2014	12/31/2014	Take Me To Your Leader	<a href="#">View</a> <a href="#">View/Print All</a>

**Next verification due hv 3/2/2015.** 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.

59 days remain until the next verification date.

The DSO sees the same message – but the Required to Verify link is not enabled.

2. Click the [required to verify](#) link. The *DSO Verification* page displays:

**DSO Verification**

59 Days Remaining    Due Date: **3/2/2015**

**A**

School Name - Campus Name

- [Robertson Institute for Applied Learning-Ciapponi Institute of Theory](#)
- [Robertson Institute for Applied Learning-Feet Institute of Specifics](#)
- [Robertson Institute for Applied Learning-Main Campus](#)
- [Robertson Institute for Applied Learning-The Allen Applied Knowledge Institute](#)
- [Robin C FQT School B-Robin C Main Campus](#)
- [Robin C FQT School-Main Campus](#)

**C**

**Ciapponi Institute of Theory**

462 Ciapponi Way, Culpeper, VA, 22701

**B**

For each person listed, indicate YES if the person is still employed by your program and requires continued access to SEVIS. Indicate NO, if the person does not meet these criteria. If you indicate NO, that person will lose their SEVIS role for your program. See Help for more information.

<input type="radio"/> PDSO		<b>Ciapponi, Robin</b>	222-222-2222	<a href="mailto:Rciapponi@univ.domain.edu">Rciapponi@univ.domain.edu</a>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Allen, Jared</b>	222-222-2222	<a href="mailto:Jallen@univ.domain.edu">Jallen@univ.domain.edu</a>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Feet, Rita</b>	222-222-2222	<a href="mailto:Rfeet@univ.domain.edu">Rfeet@univ.domain.edu</a>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Robertson, Helene</b>	222-222-2222	<a href="mailto:Hrobertson@univ.domain.edu">Hrobertson@univ.domain.edu</a>

[Clear Selections](#)

The *DSO Verification* page contains the following information:

- A. List of all the schools for which you are a PDSO
- B. School officials’ name and contact information – phone numbers and email addresses



Note: This is also a very good time to verify the DSO’s contact information. If any information is incorrect, update the school’s Form I-17. Changes to school officials contact information take effect immediately.

C. Last day of the verification period

- 3. Begin the verification process for the displayed school, OR, click on the school name of another school/campus to verify.

Note: By default, the information for the first school or campus on the list displays on the DSO Verification page, but PDSOs can verify schools or campuses in any order.

**Ciapponi Institute of Theory**

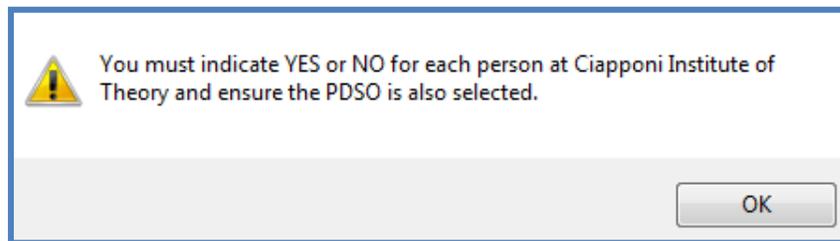
462 Ciapponi Way, Culpeper, VA, 22701

For each person listed, indicate YES if the person is still employed by your program and requires continued access to SEVIS. Indicate NO, if the person does not meet these criteria. If you indicate NO, that person will lose their SEVIS role for your program. See Help for more information.

<input checked="" type="radio"/> PDSO		<b>Ciapponi, Robin</b>	222-222-2222	<a href="mailto:Rciapponi@univ.domain.edu">Rciapponi@univ.domain.edu</a>
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<b>Allen, Jared</b>	222-222-2222	<a href="mailto:Jallen@univ.domain.edu">Jallen@univ.domain.edu</a>
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<b>Feet, Rita</b>	222-222-2222	<a href="mailto:Rfeet@univ.domain.edu">Rfeet@univ.domain.edu</a>
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<b>Robertson, Helene</b>	222-222-2222	<a href="mailto:Hrobertson@univ.domain.edu">Hrobertson@univ.domain.edu</a>

[Clear Selections](#)

- 4. Click the **radio button** next to your name as PDSO.
  - This radio button is not pre-populated. By clicking this radio button you are validating that you (or the PDSO you are verifying) are still employed by the school/campus as a PDSO and need continued access to SEVIS.
  - If the PDSO clicks **Submit** without populating the radio button next to their name, the following error message displays:



- 5. Click the **Yes** or **No** radio button next to the name of any DSO displayed:
  - **Yes** indicates that the person is still employed at your school/campus and requires continued access to SEVIS as a DSO.
  - **No** indicates that the person no longer serves as a DSO employed at the school. Clicking **No** displays a warning message.



**Ciapponi Institute of Theory**  
 462 Ciapponi Way, Culpeper, VA, 22701

For each person listed, indicate YES if the person is still employed by your program and requires continued access to SEVIS. Indicate NO, if the person does not meet these criteria. If you indicate NO, that person will lose their SEVIS role for your program. See Help for more information.

<input checked="" type="radio"/> PDSO	<b>Ciapponi, Robin</b>	222-222-2222	<a href="mailto:Rciapponi@univ.domain.edu">Rciapponi@univ.domain.edu</a>
<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Allen, Jared</b>	222-222-2222	<a href="mailto:Jallen@univ.domain.edu">Jallen@univ.domain.edu</a>
<input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Robertson, Helene</b>	222-222-2222	<a href="mailto:Hrobertson@univ.domain.edu">Hrobertson@univ.domain.edu</a>

The above user will no longer be able to access SEVIS as an official for Ciapponi Institute of Theory

[Clear Selections](#)



**CAUTION:** Upon submission, the DSO will no longer be able to log in to SEVIS, but can finish any active session. No other warning messages display to alert you that an official has been removed. Check the *DSO Verification* page carefully before clicking **Submit**.

**Note:** If you make an error at any time and need to change the designation of a DSO, click **Clear Selection** and start over.

6. Click **Submit**.

**Note:** The PDSO **must** select either “Yes” or “No” for each listed individual.

If the PDSO clicks **Submit** without populating the radio button next to any DSO’s name or the PDSO radio button, the following error message displays:

 You must indicate YES or NO for each person at Ciapponi Institute of Theory and ensure the PDSO is also selected.

Once the PDSO designates every user as either “Yes” or “No”, SEVIS will allow the PDSO to submit the verification. A completion message confirms the name of the school/campus, plus the date and time of verification.

You have successfully verified your user(s) for **Ciapponi Institute of Theory**

09/30/2014 13:59:44



As the officials at each school or campus are validated, that school or campus is removed from the School Name – Campus Name list on the DSO Verification page.

School Name - Campus Name	
<p><b>Note:</b> The Ciapponi Institute of Theory is no longer on the list.</p>	<p><a href="#">Robertson Institute for Applied Learning-Feet Institute of Specifics</a></p> <p><a href="#">Robertson Institute for Applied Learning-Main Campus</a></p> <p><a href="#">Robertson Institute for Applied Learning-The Allen Applied Knowledge Institute</a></p> <p><a href="#">Robin C FQT School B-Robin C Main Campus</a></p> <p><a href="#">Robin C FQT School-Main Campus</a></p>

7. Return to Step 4 to repeat the process for each remaining school or campus on the list.

Once the officials at all the schools or campuses are validated, there will not be any more names listed under the School name – Campus Name title.

School name - Campus Name

**SUCCESS:** You're done until next year. Yes, it's that easy.

## Variations on the Process

### Schools with a PDSO, but no DSOs

- Only the PDSO will display on the list of school officials requiring verification.
- PDSO must still click the radio button next to PDSO name to verify the need for continued access.

### Multiple Campuses Schools with Different PDSOs at Different Campuses

- SEVIS will allow any of the PDSOs to complete the verification process for all of the school's campuses, including the verification of other PDSOs.
- Schools must decide how best to manage the verification process for the school and its campuses.



PDSOs/DSOs Who Use the Same User Name and Password as ROs/AROs

- There are many organizations that manage both F/M and J programs. Individuals who use the same SEVIS user ID to access both F/M and J SEVIS will see two sets of messages on their Message Board.

Message Board			
Posting Begin Date	Posting End Date	Subject	Commands
04/24/2014	12/31/2014	Take Me To Your Leader	<a href="#">View</a> <a href="#">View/Print All</a>
<p><b>Next verification due by 3/2/2015.</b> The PDSO is <u>required to verify</u> 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.</p> <p>54 days remain until the next verification date.</p>			
<p><b>Next verification due by 3/2/2015.</b> The RO is <u>required to verify</u> that the AROs for your program still require access to SEVIS and remain employed by your program. Any official not verified by this date will lose access to SEVIS. See HELP for more information.</p> <p>54 days remain until the next verification date.</p>			

**Note:** PDSO/DSOs who are also ROs/AROs, but who have different SEVIS user names for F/M SEVIS and J SEVIS, will only see one notification message on the Message Board.

- Click the required to verify link for the PDSO (the top message). The DSO Verification page displays.

Failure to Verify by March 2<sup>nd</sup>

A school is verified when the officials at **ALL** of its campuses are verified.

If a school does not complete the verification process for **ALL** the campuses on their school list by March 2<sup>nd</sup>, **EVERY** SEVIS official for that school on **EVERY** campus will be **locked out on March 3<sup>rd</sup>**.

Even DSOs at campuses that had previously been verified will be locked out of SEVIS. Their access to SEVIS will be restored only after a PDSO verifies their continued need for SEVIS access.

A school is deemed out of compliance with recordkeeping and reporting regulations if its officials are not verified by March 2<sup>nd</sup> and may be withdrawn from participation in the Student and Exchange Visitor Program.



### Notifications to School Officials

School officials will be notified of the need to complete the verification process.

### Notifications within SEVIS

SEVIS will remind PDSOs and DSOs of the verification deadline in the following locations:

- **Message Board:**

### Message Board

Posting Begin Date	Posting End Date	Subject	Commands
04/24/2014	12/31/2014	Take Me To Your Leader	<a href="#">View</a> <a href="#">View/Print All</a>

**Next verification due by 01/08/2015.** 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.

87 days remain until the next verification date.

- **School Information Page:** The *School Information page* will display three DSO-verification-related items:

### Robertson Institute for Applied Learning

**Next verification due by 01/08/2015.** The PDSO 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: <b>01/08/2016</b>	
	School Status: <b>APPROVED</b>	
<b>B</b>	Next User Verification Date: <b>01/08/2015</b>	
	Campuses Verified: <b>2 of 6 Campuses</b>	<b>C</b>
	Current School Code: <b>WAS214F21211000</b>	

- Reminder notice that displays during the verification period. Only the PDSO has an active link to access the *DSO Verification* page.
- Next User Verification Date: This permanent display indicates when the school is next required to verify its officials.
- Campuses Verified: This indicator displays during the verification period. It shows how many of the schools' total campuses have been verified. This allows DSOs the opportunity to monitor the PDSOs progress in completing the annual verification.



## SEVIS-Generated Emails

- **30 and 15 Days Before Deadline:**

Subject: RE: Take Action to Maintain SEVIS Access.

Text: \*\*\* DO NOT RESPOND TO THIS E-MAIL \*\*\*

This is a reminder from SEVP. The PDSO must log into SEVIS and verify that all DSO(s) still require access to SEVIS and remain employed by your school.

Users not verified by 03/02/<year> will be locked out of SEVIS. For batch schools, this could impact the ability to submit batch updates.

- **5 Days Before Deadline:**

Subject: RE: CRITICAL -- Take Action to Maintain SEVIS Access.

Text: \*\*\* DO NOT RESPOND TO THIS E-MAIL \*\*\*

This is a reminder from SEVP. The PDSO for campus: <name of campus> must log into SEVIS and verify that all DSO(s) listed for your campus still require access to SEVIS and remain employed by your school.

Users not verified by 03/02/<year> will be locked out of SEVIS. For batch schools, this could impact the ability to submit batch updates.

If locked out, regaining SEVIS access will require evidence of continuing employment and need for access to SEVIS.

- **1 Day After Deadline:**

Subject: RE Verification Deadline - SEVIS DSO Access Blocked.

Text: \*\*\* DO NOT RESPOND TO THIS E-MAIL \*\*\*

The purpose of this email is to inform you that you no longer have access to <name of campus> because a PDSO associated with that school has not verified your information in the SEVIS system. If you need continued access to the school, please contact the PDSO of your campus to inform them that you no longer have access to SEVIS. The PDSO must verify all school users.

Please do not contact the SEVIS Help Desk regarding this matter unless your PDSO is unavailable.



## Broadcast Messages

SEVP will also send broadcast messages to unverified schools to remind them of the verification deadline. Broadcast messages will be sent to officials at unverified schools and sponsors 90, 60, 45 and 10 days before the deadline.

## Document Revision History

Date	Document Change Summary
10/24/2014	Initial release of document