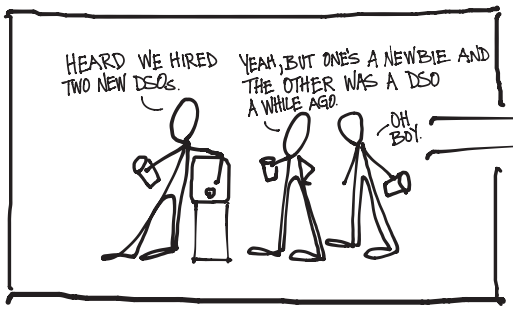
PDSO ADDS DSO WHO HAS NEVER HAD A SEVIS USER ACCOUNT OR ADDS A SEVIS USER WHO IS NOT LISTED ON ANOTHER INSTITUTION'S FORM I-17 OR DS-3036 (FORM I-17 UNLOCKED)



PDSO
- PDSO LOGS IN TO SEVIS
- GOES TO SCHOOL OFFICIALS PAGE OF FORM I-17 (PAGE 4)
- SELECTS ADD NEW OFFICIAL (OR ADD EXISTING OFFICIAL IF PREVIOUS SEVIS USER NAME IS KNOWN.)

PDSO
- PDSO ENTERS NEW DSO'S:
  - NAME
  - TITLE
  - CITIZENSHIP STATUS
  - A NUMBER, IF LPR
  - TELEPHONE
  - EMAIL
- CLICKS ADD NEW OFFICIAL

- SEVIS ADDS PROSPECTIVE DSO(S) TO DRAFT I-17 LIST OF OFFICIALS FOR EVERY CAMPUS
- DEFAULT ROLE IS "NO ROLE."

PDSO ASSIGNS NEW DSO(S) A ROLE FOR EACH CAMPUS THE NEW DSO WILL SERVE ON CAMPUS INFORMATION PAGE (FORM I-17 PAGE 5)
PRINTS "DRAFT" FORM I-17 AND SUBMITS

SEVIS LOCKS FORM I-17 FOR ANY CHANGES

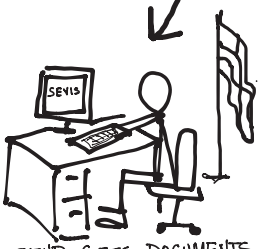
- PDSO SIGNS FORM I-17 PAGE 3 IN PLACE OF HEAD OF SCHOOL AND FORM I-17A (PAGE 4) FOR EACH CAMPUS THE DSO(S) WILL SERVE
- DSO(S) SIGN(S) FORM I-17A FOR EACH CAMPUS THE DSO(S) WILL SERVE.

REQUIRED DOCUMENTS
- SIGNED FORM I-17
- PROOF OF U.S. CITIZENSHIP/LEGAL PERMANENT RESIDENCY
  - U.S. PASSPORT
  - U.S. BIRTH CERTIFICATE
  - ALIEN REGISTRATION CARD
  - NATURALIZATION/CITIZENSHIP CERTIFICATE
- IF NAME DIFFERENT, PROOF OF LEGAL NAME CHANGE

PDSO SCANS AND EMAILS DOCUMENTS TO SEVP
SUBJECT LINE MUST INCLUDE:
- SCHOOL NAME
- SCHOOL CODE

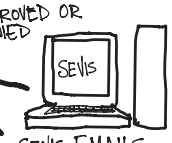
SEND EMAIL TO:
FORMI17SUPPORTINGEVIDENCE@ICE.DHS.GOV

PDSO



SEVP GETS DOCUMENTS
ADJUDICATES REQUEST
ENTERS DECISION IN SEVIS

EMAILS ACKNOWLEDGMENT WHEN DOCUMENTS RECEIVED



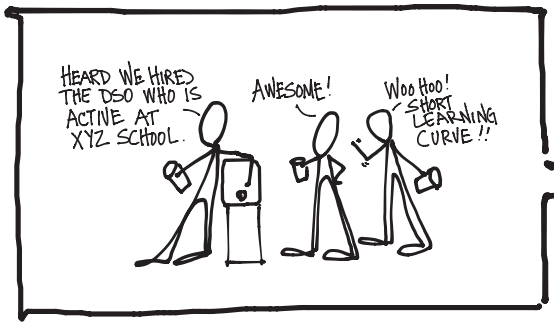
SEVIS EMAILS DECISION

APPROVED OR DENIED

IF APPROVED

DSO

PDSO ADDS A DSO WHO IS A SEVIS USER WHO IS LISTED ON ANOTHER INSTITUTION'S FORM I-17 OR DS-3036 (FORM I-17 UNLOCKED)



PDSO
- LOGS IN TO SEVIS
- GO TO SCHOOL OFFICIALS PAGE OF FORM I-17 (PAGE 4)
- CLICKS ADD EXISTING OFFICIAL
- ENTERS PROSPECTIVE DSO'S SEVIS USER NAME

SEVIS RETRIEVES AND DISPLAYS USER INFORMATION

PDSO REVIEWS INFORMATION, UPDATES OFFICIAL'S TITLE CONTACT INFO, IF NEEDED CLICKS ADD OFFICIAL, NAVIGATES TO CAMPUS INFORMATION PAGE, ASSIGNS ROLE FOR EACH CAMPUS THE DSO WILL SERVE, SUBMITS FORM I-17

SEVIS NOTIFIES DSO OF ROLE AT SCHOOL

- PDSO SIGNS FORM I-17 PAGE 3 IN PLACE OF HEAD OF SCHOOL AND FORM I-17A (PAGE 4) FOR EACH CAMPUS THE DSO(S) WILL SERVE.
- DSO(S) SIGN(S) FORM I-17A FOR EACH CAMPUS THE DSO(S) WILL SERVE.

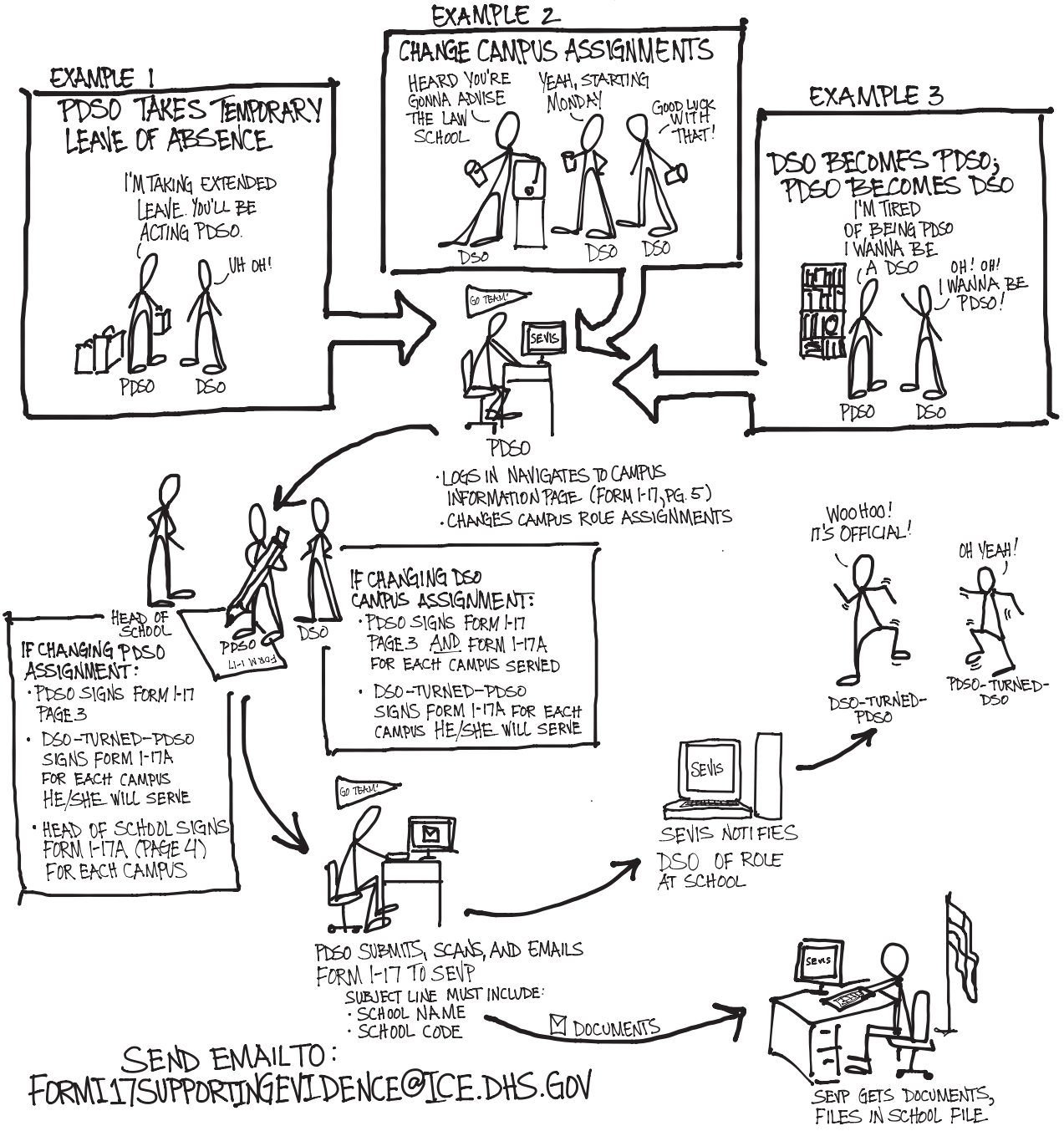
REQUIRED DOCUMENTS
- SIGNED FORM I-17
- PROOF OF U.S. CITIZENSHIP/LEGAL PERMANENT RESIDENCY
  - U.S. PASSPORT
  - U.S. BIRTH CERTIFICATE
  - ALIEN REGISTRATION CARD
  - NATURALIZATION/CITIZENSHIP CERTIFICATE
  - IF NAME DIFFERENT, PROOF OF LEGAL NAME CHANGE

PDSO SCANS AND EMAILS DOCUMENTS TO SEVP
SUBJECT LINE MUST INCLUDE:
- SCHOOL NAME
- SCHOOL CODE

SEVP GETS DOCUMENTS
PUTS IN SCHOOL FILE

SEND EMAIL TO:
FORMI17SUPPORTINGEVIDENCE@ICE.DHS.GOV

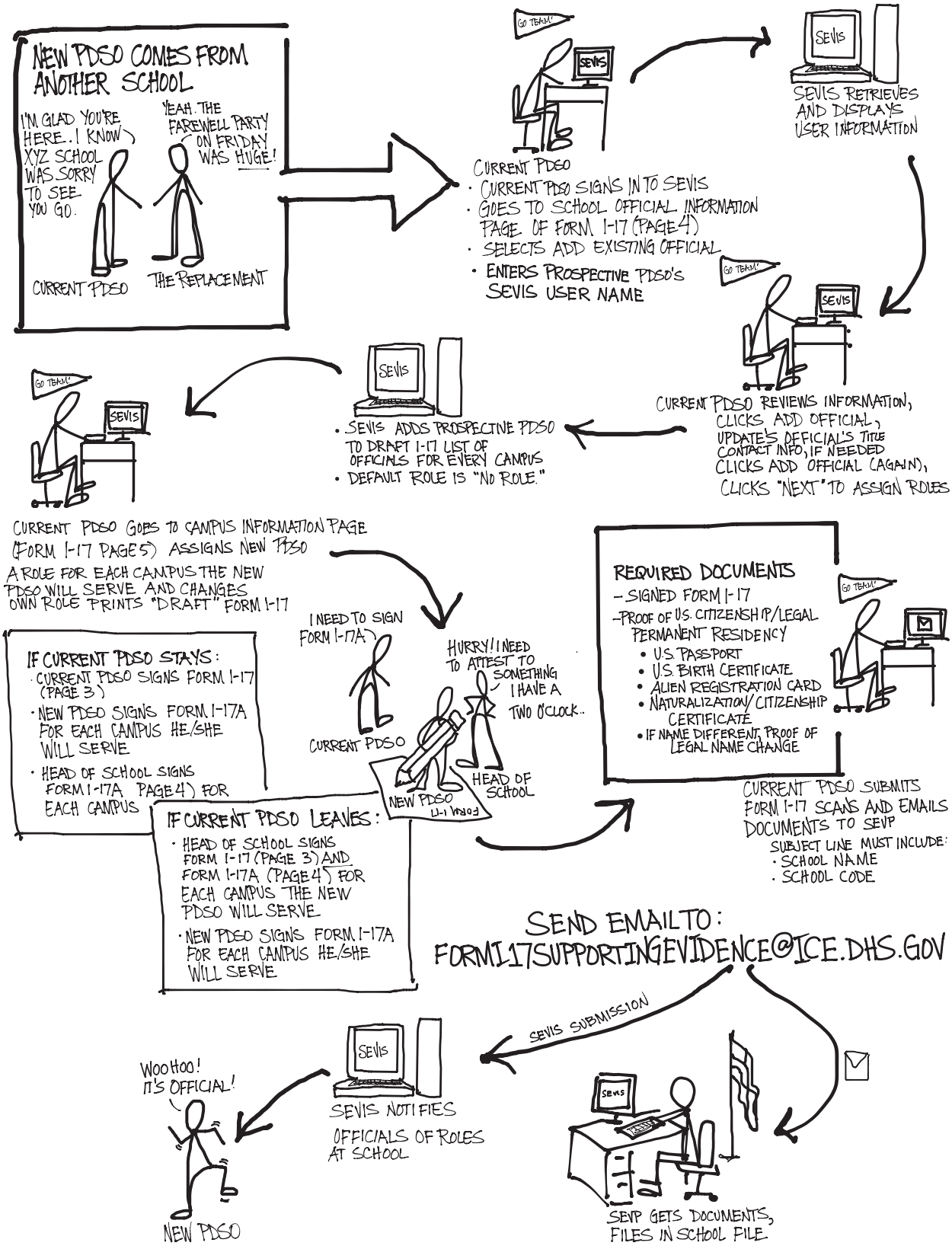
PDSO REASSIGNS ROLES FOR OFFICIALS AT THE SCHOOL (INCLUDES PDSO SWITCHING ROLE WITH A DSO)



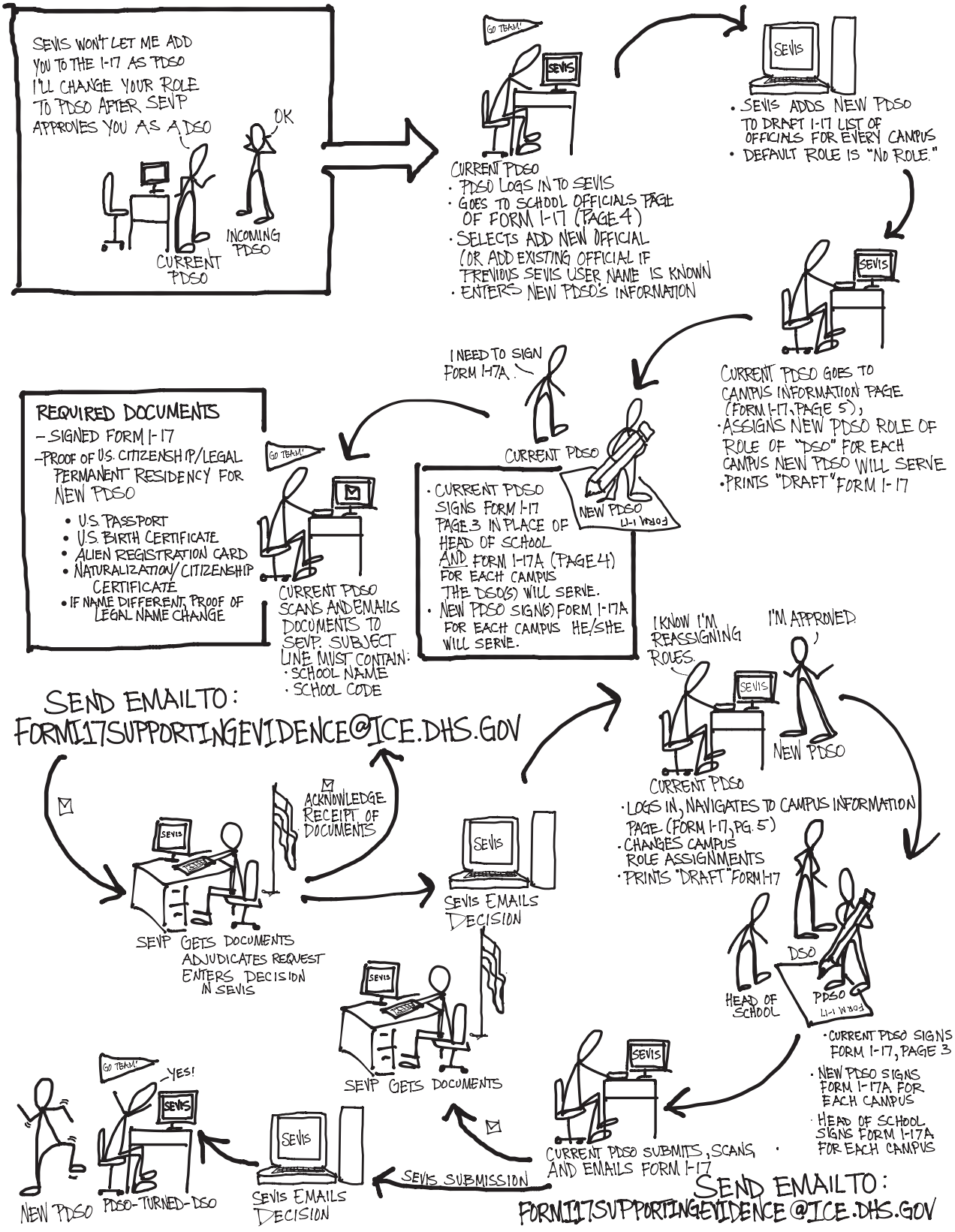
SEND EMAIL TO:
FORMI17SUPPORTINGEVIDENCE@ICE.DHS.GOV

TO RETURN PDSO TO THE ROLE AFTER TEMPORARY LEAVE, REPEAT THIS PROCESS.

PDSO ADDS NEW PDSO WHO IS ON ANOTHER INSTITUTION'S FORM I-17 OR DS-3036 (FORM I-17 IS UNLOCKED)



PDSO ADDS NEW PDSO WHO HAS NEVER USED SEVIS OR IS SOMEONE WHO IS NO LONGER ON ANOTHER INSTITUTION'S FORM I-17 OR FORM DS-3036 (FORM I-17 UNLOCKED)

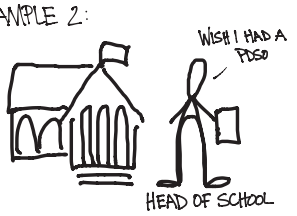


UPDATING SCHOOL OFFICIALS WHEN FORM I-17 IS LOCKED OR PDSO IS NOT AVAILABLE

WHO EMAILS FORMI17SUPPORTINGEVIDENCE@ICE.DHS.GOV

EXAMPLE 1:

EXAMPLE 2:



WHAT IS EMAILED?

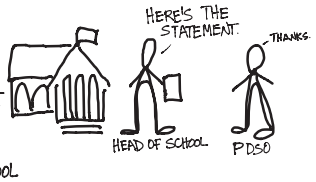
- PROOF OF CITIZENSHIP/LAWFUL PERMANENT RESIDENCY
- LETTER/STATEMENT FROM THE PDSO OR THE HEAD OF SCHOOL EXPLAINING WHY THE UPDATE CANNOT BE SUBMITTED IN SEVIS AND DETAILING THE NEEDED CHANGES. INCLUDE:
  - NAME OF ANY NEW PDSO/DSO
  - POSITION TITLE OF ANY NEW PDSO/DSO
  - CAMPUS ROLE ASSIGNMENT(S) FOR ANY NEW PDSO/DSO (SPECIFY CAMPUS NAME, ROLE, AND ADDRESS)
  - SCHOOL ADDRESS
  - SCHOOL CODE
  - TELEPHONE
  - EMAIL ADDRESS OF ANY NEW PDSO/DSO
  - IF NEW PDSO/DSO EVER USED SEVIS BEFORE, PREVIOUS SEVIS ID, IF KNOWN

EMAILS SEVP
SUBJECT LINE MUST INCLUDE:
- SCHOOL NAME
- SCHOOL CODE

SEND EMAIL TO: FORMI17SUPPORTINGEVIDENCE@ICE.DHS.GOV

NOTE

IF THE CHANGE INVOLVES CHANGE TO PDSO, STATEMENT OF CHANGES TO BE MADE MUST COME FROM HEAD OF SCHOOL



SEVP PROCESSES REQUEST
- LOGS IN TO SEVIS
- ADDS/CHANGES OFFICIALS

SEVIS NOTIFIES OFFICIAL(S) OF ROLE AT SCHOOL

PDSO/DSO