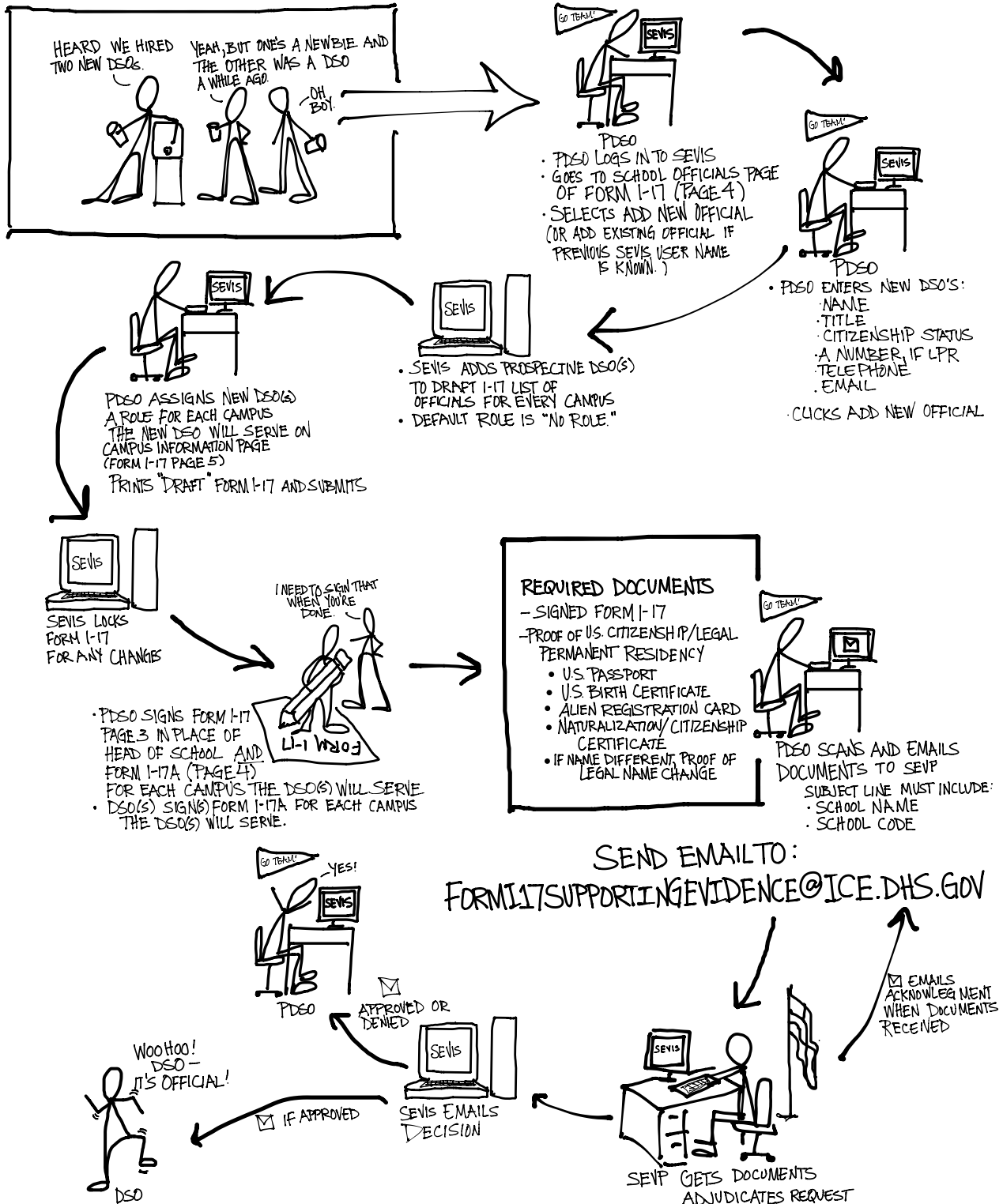


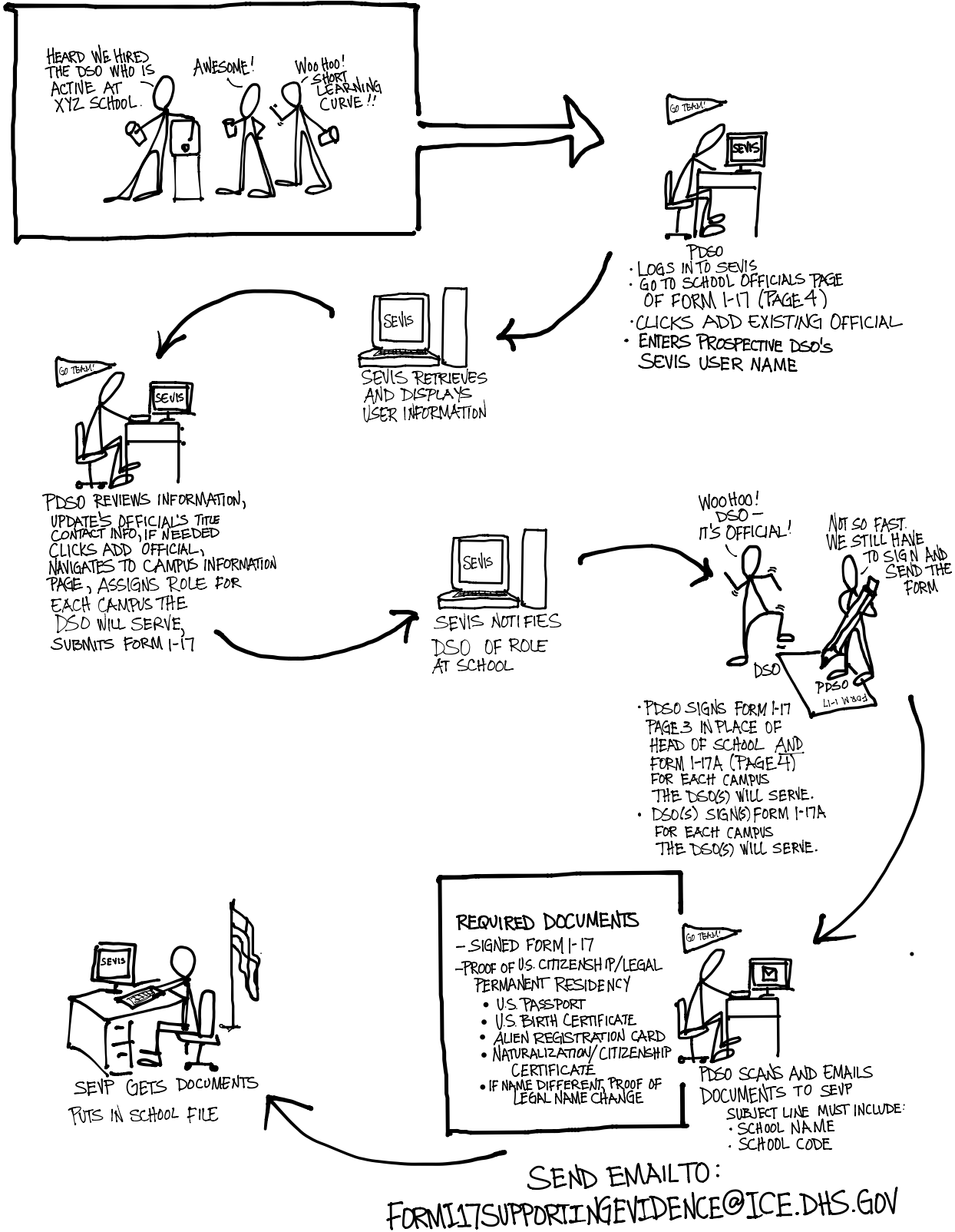
SEVIS Job Aid: Update School Officials Process Flow Sketches

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)



SEVIS Job Aid: Update School Officials Process Flow Sketches

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)



SEVIS Job Aid: Update School Officials Process Flow Sketches

PDSO REASSIGNS ROLES FOR OFFICIALS AT THE SCHOOL (INCLUDES PDSO SWITCHING ROLE WITH A DSO)
EXAMPLE 2

EXAMPLE 1
PDSO TAKES TEMPORARY LEAVE OF ABSENCE

I'M TAKING EXTENDED LEAVE. YOU'LL BE ACTING PDSO.

UH OH!

PDSO DSO

CHANGE CAMPUS ASSIGNMENTS

HEARD YOU'RE GONNA ADVISE THE LAW SCHOOL

YEAH, STARTING MONDAY!

GOOD LUCK WITH THAT!

DSO DSO DSO

EXAMPLE 3
DSO BECOMES PDSO; PDSO BECOMES DSO

I'M TIRED OF BEING PDSO I WANNA BE (A DSO)

OH! OH! I WANNA BE PDSO!

PDSO DSO

GO TERN!

SEVIS

PDSO

- LOGS IN, NAVIGATES TO CAMPUS INFORMATION PAGE (FORM I-17, PG. 5)
- CHANGES CAMPUS ROLE ASSIGNMENTS

HEAD OF SCHOOL

IF CHANGING PDSO ASSIGNMENT:

- PDSO SIGNS FORM I-17 PAGE 3
- DSO-TURNED-PDSO SIGNS FORM I-17A FOR EACH CAMPUS HE/SHE WILL SERVE
- HEAD OF SCHOOL SIGNS FORM I-17A (PAGE 4) FOR EACH CAMPUS

PDSO DSO

IF CHANGING DSO CAMPUS ASSIGNMENT:

- PDSO SIGNS FORM I-17 PAGE 3 AND FORM I-17A FOR EACH CAMPUS SERVED
- DSO-TURNED-PDSO SIGNS FORM I-17A FOR EACH CAMPUS HE/SHE WILL SERVE

GO TERN!

SEVIS

PDSO

- PDSO SUBMITS, SCANS, AND EMAILS FORM I-17 TO SEVP
- SUBJECT LINE MUST INCLUDE:
- SCHOOL NAME
 - SCHOOL CODE

SEVIS

SEVIS NOTIFIES DSO OF ROLE AT SCHOOL

DSO-TURNED-PDSO

WOOHOO! IT'S OFFICIAL!

OH YEAH!

PDSO-TURNED-DSO

PDSO-TURNED-DSO

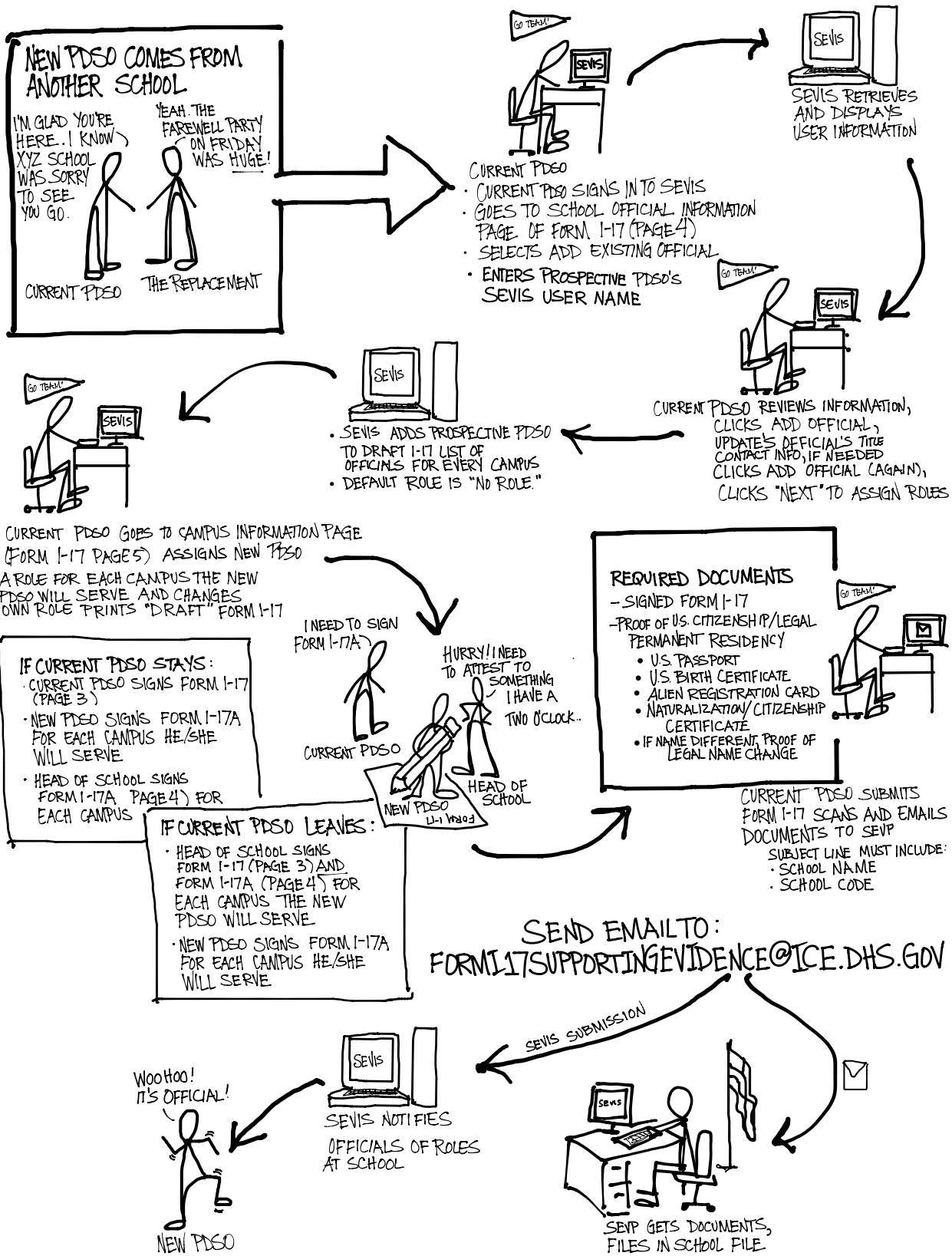
SEND EMAIL TO:
FORMI17SUPPORTINGEVIDENCE@ICE.DHS.GOV

SEVP GETS DOCUMENTS, FILES IN SCHOOL FILE

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

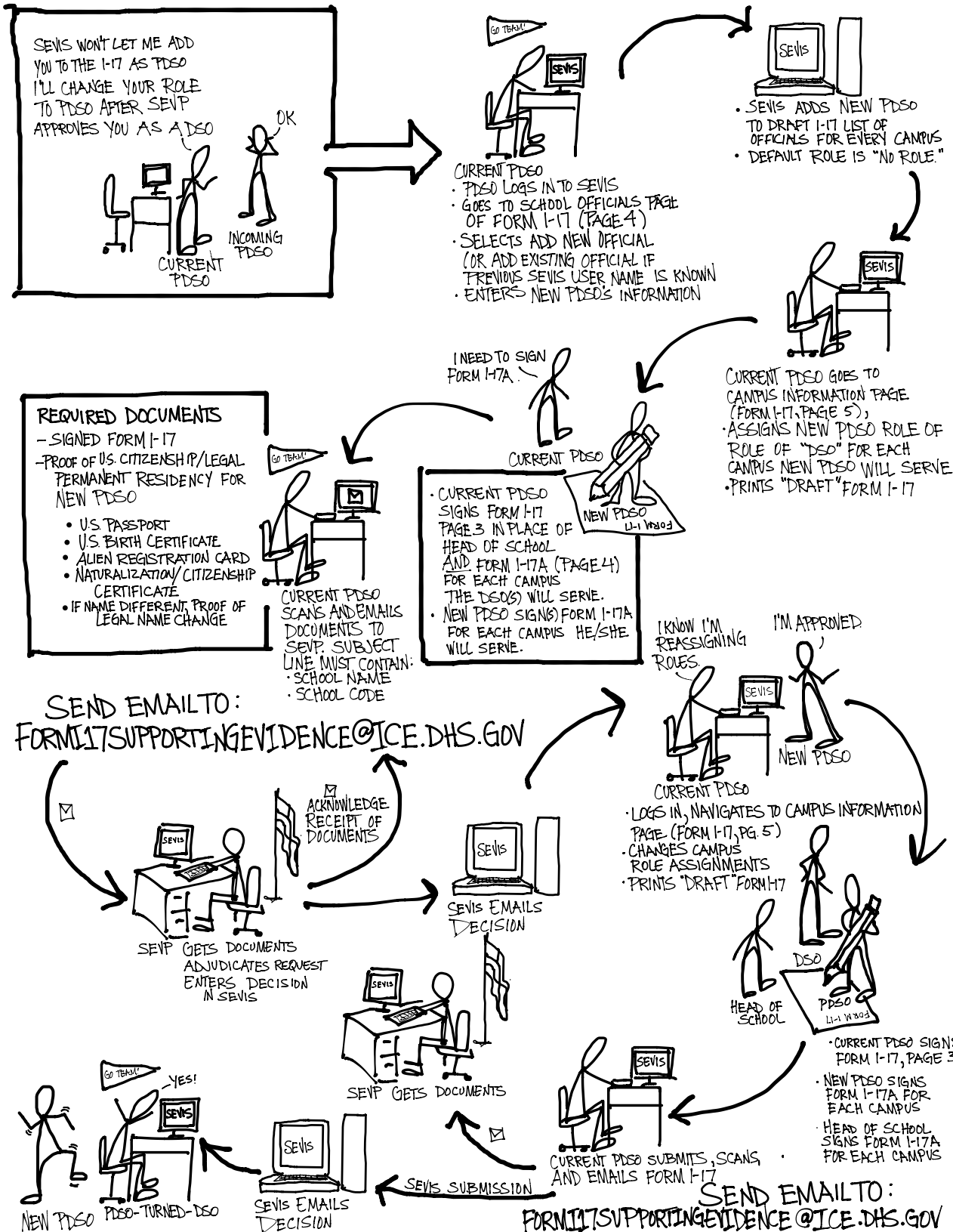
SEVIS Job Aid: Update School Officials Process Flow Sketches

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



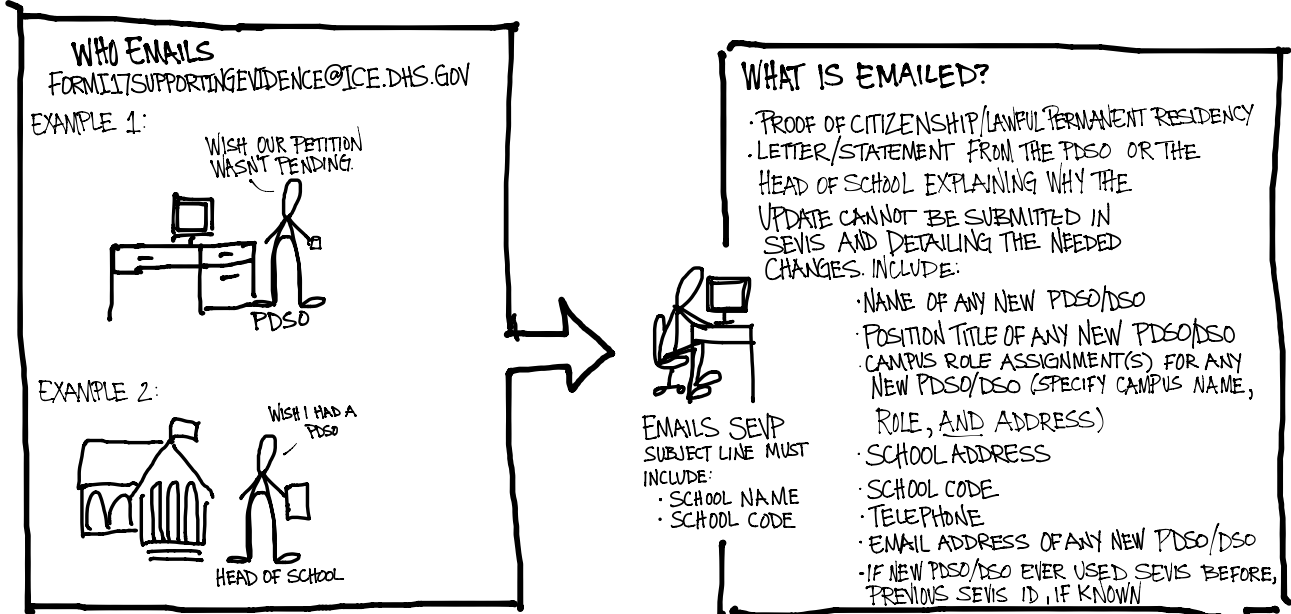
SEVIS Job Aid: Update School Officials Process Flow Sketches

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)



SEVIS Job Aid: Update School Officials Process Flow Sketches

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



SEND EMAIL TO:
FORMI.ITSUPPORTINGEVIDENCE@ICE.DHS.GOV

NOTE

