



Manage School Officials

Contents

General Information about Managing School Officials	1
Importance of Careful Planning	2
Regulations and SEVP Guidance	3
Add School Official	3
Process at a Glance: Add School Official	4
Proof of U.S. Citizenship/Lawful Permanent Residence Status	4
Add School Official	5
Notification of New Officials	13
Adding School Officials When the Form I-17 is Locked or the PDSO is NOT Available	16
Assign or Reassign Campus Roles	17
Update School Officials	20
Delete School Official	25
Email Documents to SEVP	30
Required Signatures	30
Icon Guide	31
Document Revision History	31

General Information about Managing School Officials

A Student and Exchange Visitor Program (SEVP) certified school must have a principal designated school official (PDSO) for each campus, as long as the school is authorized to admit F or M students. The school may also have as many designated school officials (DSO) as needed to manage the F or M program(s). PDSOs and DSOs are:

- Approved by SEVP.
- The only people at the school authorized to use SEVIS.



PDSOs/DSOs cannot share their SEVIS log in information.



PDSOs can do everything a DSO can do, but also have [additional duties](#), such as ensuring the school's Form I-17 accurately lists the school's officials. PDSOs update the Form I-17 to:

- [Add officials to the school](#) so they can carry out duties in SEVIS.
- [Assign or reassign the roles](#) officials have at each of the school's campuses.
- [Update school official information](#), such as:
 - Name changes
 - Title
 - Email address or telephone
 - Campus role
- [Delete officials](#) who leave the school or who no longer need SEVIS access for the school.

These four easy functions—whether alone, in combination, or in sequence—are all a PDSO needs to keep the listing of officials on the Form I-17 up to date, even in complex cases.



[Job Aid: Update School Officials](#) – This job aid lists several scenarios and provides step-by-step guidance on what steps to take.



Staffing requirements and duties [8 CFR 214.3\(d\)\(ii\)](#)

[SEVP Fact Sheet 1506-08: Designated School Official Submissions](#)

Importance of Careful Planning

When a PDSO makes a change to a school's Form I-17 requiring adjudication by SEVP, SEVIS locks the Form I-17. SEVIS also locks the form when a PDSO submits a Form I-17 to recertify the school. Once locked, you cannot access the Form I-17 unless:

- The pending update is canceled by SEVP at the request of the school.
- SEVP adjudicates the update or recertification petition.



For quicker processing of PDSO/DSO updates:

- File PDSO/DSO updates separately from other types of Form I-17 updates.
- Collect any required supporting evidence, including the signed Form I-17, prior to submitting the update in SEVIS.
- Email all evidence to FormI17SupportingEvidence@ice.dhs.gov right after submitting the request in SEVIS.



Regulations and SEVP Guidance

PDSOs must read and understand the regulations and SEVP guidance on managing school officials. The Form I-17 must be updated within 21 days of any change in school or official information.



Designated Officials [8 CFR 214.3\(l\)](#)
[SEVP Fact Sheet 1506-08: Designated School Official Submissions](#)

Add School Official

Before adding a DSO to a Form I-17, know whether the person is a new official or an existing official. It affects the process slightly.

Type of Official	Implications
New Official	<ul style="list-style-type: none"> • This is someone who has never been an authorized school or sponsor official in SEVIS. • SEVP must adjudicate this addition to the Form I-17. • You must submit: <ul style="list-style-type: none"> ○ Signed Form I-17 ○ Proof of citizenship or lawful permanent residence ○ If the name on the documents differs from the name in SEVIS, copy of document granting the name change • SEVIS will email the new official with: <ul style="list-style-type: none"> ○ A user name ○ Instructions for creating a password and accessing SEVIS
Existing Official	<ul style="list-style-type: none"> • This is someone who is or has been a PDSO, DSO, RO, or ARO at another school or sponsor. <div style="background-color: #e1f5fe; padding: 5px; margin: 5px 0;">  If the new official cannot remember his or her previous SEVIS user name, add the person as a new official. </div> <ul style="list-style-type: none"> • If the person is not listed on a Form I-17 or Form DS-3036 at another school or sponsor when he or she is added to the Form I-17, SEVP must approve the addition. • If the person is an active user in SEVIS when he or she is added to the Form I-17, SEVIS immediately accepts the change. The new official has access to the school in SEVIS. • You must submit:



Type of Official	Implications
	<ul style="list-style-type: none"> ○ Signed Form I-17 and ○ Proof of citizenship or lawful permanent residency ○ If the name on the documents differs from the name in SEVIS, copy of document granting the name change ● The new official will keep his or her SEVIS user name. ● SEVIS will notify the new DSO of the new role at the school.



If the new DSO is also a responsible officer or alternate responsible officer for a Program Sponsor, he or she will be able to access both J and F/M SEVIS with a single logon.

Process at a Glance: Add School Official

Proof of U.S. Citizenship/Lawful Permanent Residence Status

When adding someone to your school’s Form I-17 as a DSO or PDSO, submit documents establishing their status as a U.S. citizen or lawful permanent resident (LPR):

Status of Official	Acceptable Document(s)
U.S. Citizen	<ul style="list-style-type: none"> ● U.S. passport or passport card (can be expired) ● U.S. birth certificate ● Naturalization or Citizenship Certificate



	Note: Officials only need to provide one of the documents listed above to prove U.S. citizenship.
Lawful Permanent Resident	<ul style="list-style-type: none"> Unexpired Alien Registration Card

If the name on their citizenship/LPR documents does not match the name to be used in SEVIS, also submit copies of legal documents; such as, state issued marriage certificates, divorce decrees, or court orders; showing the legal name change.

Add School Official

To add a school official:

1. Navigate to the *School Officials* page of the Form I-17 (page 6).

Update School Information (Form I-17)
School Officials
SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)
Fields marked with an hourglass (⌚) are marked with an hourglass (⌚)
"i" information icon denotes help about the page (i)
Question Mark denotes information about the field (?)

6.1 Current School Officials By Campus * ⌚ ? [Who are School Officials?](#)

Show 10 entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Main Campus				Roles
Maloney, Richard	555-555-5555 ext.	Richard.Maloney@associates.ice.dhs.gov	PDSO	Delete Official

Showing 1 to 1 of 1 entries First Previous 1 Next Last

6.2 Add School Officials ⌚ ? [How do I add a new official?](#)

[Add a new Official](#) [Who are existing School Officials? how can I add](#)

SEVIS User Name Richard [Add an existing Official](#)

Save Draft Print Draft Previous Next Cancel

2. Click either **Add New Official** or **Add Existing Official**.

- If you clicked **Add New Official**, the *Add Official* page opens.



Update School Information (Form I-17)
Add Official
SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)
Fields requiring adjudication are marked with an hourglass (⌚)

Last Name * ⌚ First Name * ⌚ Suffix

The official is: * UNITED STATES CITIZEN LEGAL PERMANENT RESIDENT

Title *

Address *

Email Address *

Telephone Number * () - ext.

Assign Role * Assign the official to a DSO role for at least one Campus. A new official cannot assigned to the PDSO role.

Add Official to Campus	
CAMPUS	DSO
Main Campus	<input type="checkbox"/>

- Enter information about the new official.

Description	
Last Name *	Enter the new official’s last name as it appears on the proof of U.S. citizenship or lawful permanent residence, or a document showing legal name change. This is a required field.



Description	
First Name *	Enter the new official's first name as it appears on the proof of U.S. citizenship or lawful permanent residency, or a document showing legal name change. This is a required field.
Suffix	Enter suffix, if any.
The Official is: *	Select either United States Citizen or Legal Permanent Resident. This is a required field.
A-number	This field appears if Legal Permanent Resident is selected. Enter the alien number (in the following format: A123456789), if the school official is an LPR of the United States. This field is required if Legal Permanent Resident is selected.
Title *	Enter the new official's title at the school. This is a required field.
Address *	Use the Add Address button below to enter the street address of the new official's work site. This is a required field.
Add Address button	Use of this button opens the Address Doctor modal. Address Doctor verifies the validity of the address entered,
Telephone Number *	Enter the new official telephone number. This is a required field.
Email Address *	Enter the new official's email address. This cannot be an email address that is shared with other people. This is a required field.
Assign Role *	Use the check box(es) below to assign the new official to the campus(es) (s)he will be assigned to.

- Click **Add**. The *School Official Information* page opens with the new official listed.



Update School Information (Form I-17)

School Officials
SEVP Maloney School for SEVIS Studies - WAS214F10293000

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Question Mark denotes information about the field (?)

6.1 Current School Officials By Campus * ⌚ ? [Who are School Officials?](#)

Show entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Main Campus			Roles	
Robertson, Helene	222-222-2222 ext.	Helene. [redacted]	DSO	Delete Official
Rebecca, Meloni	703-555-7890 ext.	ri [redacted]	DSO	Delete Official
Feet, Rita	222-222-2222 ext.	Rita. [redacted]	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard [redacted]	PDSO	Delete Official

Showing 1 to 4 of 4 entries First Previous **1** Next Last

[Add School Officials](#) ⌚ ?

- To **Add an Existing Official**, enter the official's SEVIS User Name in the supplied field and click the **Add an Existing Official** button.



Update School Information (Form I-17)

School Officials

SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass (⌚)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

[<< Return to School Information](#)

[Page 1: Contact Information](#)

[Page 2: Programs of Study](#)

[Page 3: Accreditations and Recognitions](#)

[Page 4: School Calendar, Costs, and Demographics](#)

[Page 5: Campuses and Instructional Sites](#)

Page 6: School Officials

[Submit](#)

6.1 Current School Officials By Campus * ⌚ i

[Who are School Officials?](#)

Show 10 entries

Search:

Official's Name	Telephone	Email Address	Role	Actions
Main Campus			Roles	
Maloney, Richard	555-555-5555 ext.	Richard!	PDSO	Delete Official

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

6.2 Add School Officials ⌚ i

[How do I add a new official?](#)

SEVIS User Name

[Who are existing School Officials? how can I add an existing official?](#)



Add Existing Official

Name: [Redacted]

Title: **International Scholar Advisor**

The Official is: **U.S. Citizen**

Telephone: [Redacted]

Email: Rita [Redacted]

Assign Role *

Add Official to Campus

CAMPUS	DSO
Main Campus	<input checked="" type="checkbox"/>

[Cancel](#)

4. Verify the information displayed in the **Add Existing Official** modal to assure this is the official you want to add.



SEVIS displays the official's current information in SEVIS. If the information reflects contact information at another school, you can edit the information after adding them to your school. See [Update School Official](#) in this document for instructions on updating an official's information.

- Select the check box(es) for the campus(es) the official will be assigned to.
- Click **Submit**.

- Click either Submit or Cancel.



- **Submit:** Adds the official to the Form I-17 and returns the user to the *School Officials* page where the newly added official is listed.
- **Cancel:** Returns the user to the *School Officials* page without adding the new official.

Update School Information (Form I-17)
School Officials
SEVP Maloney School for SEVIS Studies - WAS214F10293000

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6.1 Current School Officials By Campus * ⌚ ? [Who are School Officials?](#)

Show entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Main Campus			Roles	
Robertson, Helene	222-222-2222 ext.	Helene. [redacted]	DSO	Delete Official
Rebecca, Meloni	703-555-7890 ext.	ri [redacted]	DSO	Delete Official
Feet, Rita	222-222-2222 ext.	Rita. [redacted]	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard. [redacted]	PDSO	Delete Official

Showing 1 to 4 of 4 entries First Previous **1** Next Last

6.2 Add School Officials ⌚ ? [How do I add a new official?](#)

[Add a new Official](#)

SEVIS User Name [Add an existing Official](#)

[Who are existing School Officials? how can I add an existing official?](#)

5. Click **Next**. The *Submit* page opens.



Update School Information (Form I-17)

Submit

SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass (⌚)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Requested Changes

Submit all supporting documents to update.sevis@ice.dhs.gov. For P/DSO updates, please submit supporting evidence to FormI17SupportingEvidence@ice.dhs.gov

7.1 PDSO Attestation * ⌚

This attestation allows an electronic signature. Read the attestation. Check the box and re-enter your SEVIS password. Since your updates allow an electronic submission, you do NOT need to submit a paper Form I-17.

I attest that:

- As PDSO, I am authorized to sign this petition on the behalf of this school.
- I understand that unless this institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to 8 CFR 214.4.
- All of all information contained within this petition is true. I acknowledge that the submission of inaccurate or misleading information may result in the loss of my institution's SEVP certification.
- I understand that willful misstatements may constitute perjury under 18 U.S.C. 1621.
- I understand that providing materially false, fictitious, or fraudulent information may subject me to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

7.2 SEVIS Password * ⌚

3. Click the **View Changes** button to view changes being made to the Form I-17 petition.

The PDSO must click the check box attesting:

- As PDSO, they are authorized to sign this petition on the behalf of this school
- They understand that unless the institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to [8 CFR 214.4](#)



- All information contained within this petition is true and acknowledgement that the submission of inaccurate or misleading information may result in the loss of the institution's SEVP certification
- They understand that willful misstatements may constitute perjury under [18 U.S.C. 1621](#)
- They understand that providing materially false, fictitious, or fraudulent information may subject them to criminal prosecution under [18 U.S.C.1001](#). Other possible criminal and civil violations may also be applicable

The PDSO must enter their SEVIS Password in the field provided.

1. Click one of the following:
 - **Save Draft:** The **Save Draft** button is inactive at this stage.
 - **Print Draft:** Open the prompt to **Open, Save, or Cancel**.
 - **Submit:** Submits the changes to the Form I-17 petition.
 - **Cancel:** The **Cancel** button is inactive at this stage.



The PDSO and the DSO must sign the Form I-17 even though the on-screen instructions say the paper Form I-17 is not needed.

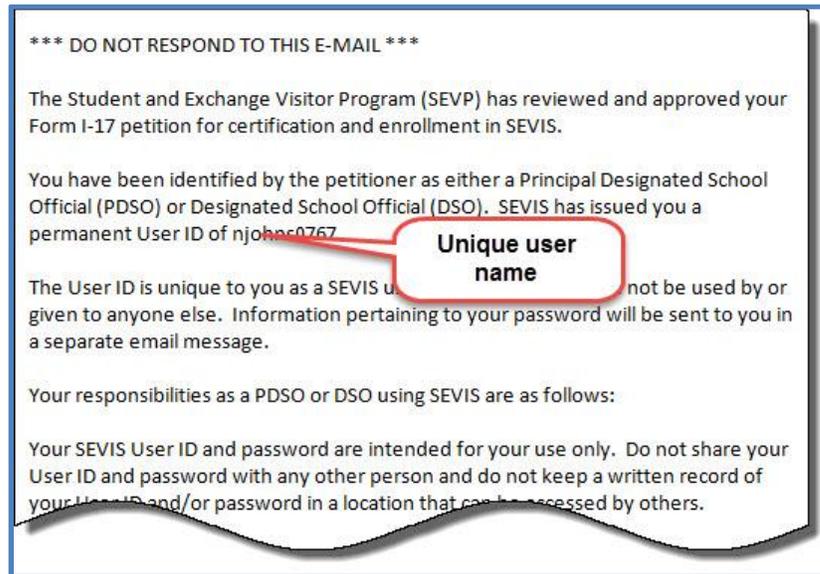
Refer to **Form I 17 Petition Update Overview** on the SEVIS Help Hub for instructions on how to Upload Evidence.

Note: SEVIS does not yet allow PDSOs to upload evidence. Until this function is available in SEVIS, DSOs must email PDFs of required evidence to FormI17SupportingEvidence@ice.dhs.gov.

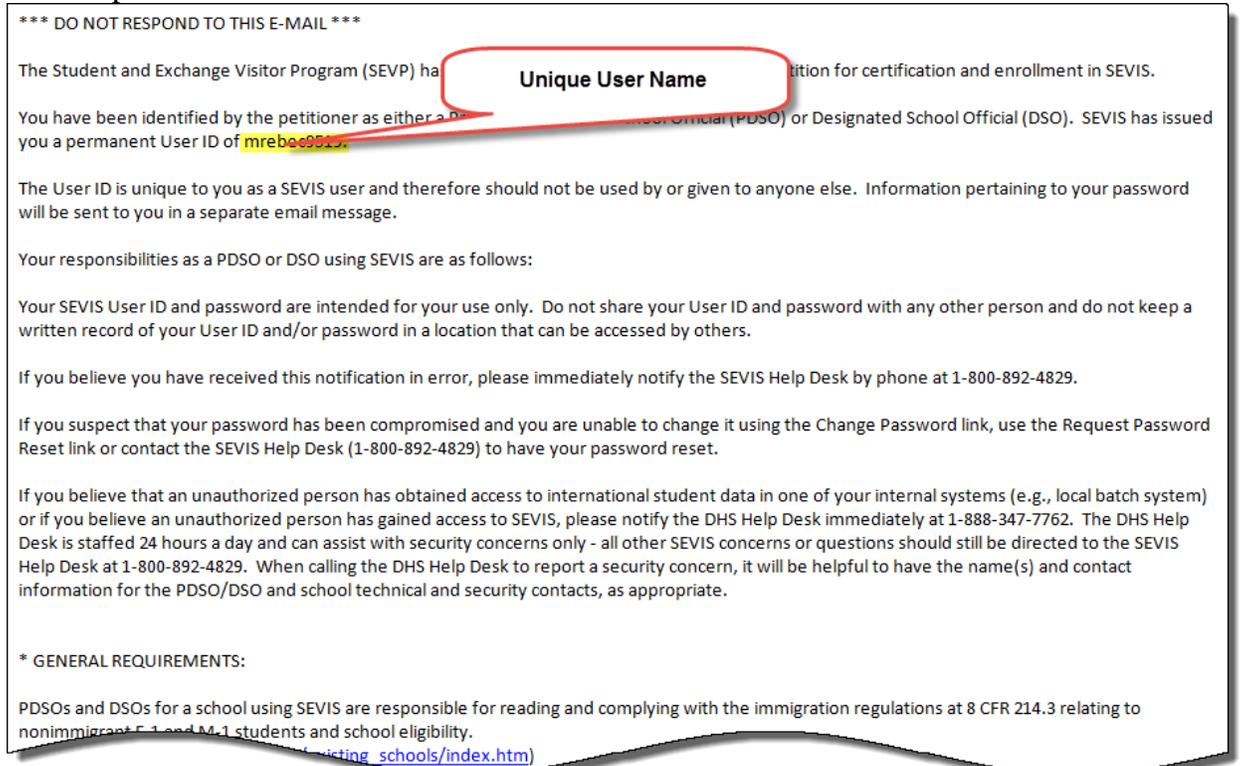
Notification of New Officials

SEVIS sends new officials two emails:

- The first email provides the user name assigned to the individual.



The second email provides instructions for creating the initial password, including SEVIS' password standards and a unique link created specifically for that official to create a password.





*** DO NOT RESPOND TO THIS E-MAIL ***

Recently, you received an email message with your user ID to access SEVIS. Click the link below, which will take you to a secure site where you can create your password for SEVIS.

The SEVIS password requirements are as follows:

- * Passwords must be updated every 90 days.
- * Users may not re-use the previous eight passwords.
- * Passwords must be 8 to 16 characters in length.
- * Passwords must contain at least:
 - One alphabetic character
 - One numeric character
 - One of the following special characters: @, #, \$
- * Passwords must contain a non-numeric in the first and last positions.
- * Passwords may not contain two consecutive identical characters.
- * When changing a password, the new password must not contain more than three consecutive characters from the previous password.
- * Passwords may not contain a dictionary word or proper noun.
- * Passwords may not be the same as, or contain, the user ID.
- * Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way.

Note: If you do not access SEVIS within 30 days, you will have to contact the SEVIS Help Desk to have your password reset.

<http://10.168.1.193/alabama/sevis/action/createNewPasswordURL?type=209269>

Remember, your SEVIS User ID and password are intended for your use only. Do not share your User ID and password with any other person and do not keep a written record of your User ID and/or password in a location that can be accessed by others.

If you receive this notification in error, please immediately contact the SEVIS Help Desk at 1-800-892-4829.

Unique link to create password



If the new official does not access SEVIS within 30 days, they will have to contact the SEVIS Help Desk to have their password reset.

When the official clicks the link in the email, the *Welcome to the SEVIS system* page opens. The official enters their user name and creates their password.

Welcome to the SEVIS system.

Username:

Password:

Confirm password:



The first time a new school official logs in to SEVIS, the *School Official Compliance Agreement* page opens.



School Official Compliance Agreement

I have read the DHS regulations relating to:

1. **Nonimmigrant Students: 8 CFR 214.1, 8 CFR 214.2(f), 8 CFR 214.2(m)**
2. **Change of nonimmigrant classification for students: 8 CFR 248**
3. **School Approval: 8 CFR 214.3**
4. **Withdrawal of school approval: 8 CFR 214.4**

I will comply with these regulations at all times.

Adding School Officials When the Form I-17 is Locked or the PDSO is NOT Available

New officials cannot be added to the Form I-17 if one of the following scenarios occurs:

- Form I-17 is locked because of a pending update or pending Recertification.
- PDSO is not available to submit.



Available resources:

- [SEVP Fact Sheet 1506-08: Designated School Official Submissions](#)
- [SEVIS Job Aid: Update School Officials](#)
- [SEVIS Job Aid: Update School Officials Process Flow Sketches](#)

To add an official when either of the conditions apply:

1. Either PDSO or the head of the school should collect and scan [proof of U.S. citizenship or lawful permanent residency](#) from the new official.
2. Prepare the required statement on school letterhead, which includes:
 - Explanation for why the update cannot be submitted in SEVIS
 - School Name and School Code
 - Name of new P/D SO to be added
 - Indicate if new P/D SO is an active PDSO or DSO at another school
 - Position title of new P/D SO
 - Role assignment (PDSO or DSO) for each campus the official will serve
 - New official's work address
 - Telephone number



- Email address of any new P/DSO
 - What to do with old PDSO – changing role to DSO? For all campuses? Remove from Form I-17?
 - Existing Official Username, if applicable
3. Print the current Form I-17. By hand, modify the form to reflect any changes to school officials that need to be made. Collect the appropriate signatures. Scan the form.



Notify SEVP if the PDSO has left the school or if no one is able to access the Form I-17.

4. Email the statement and the scanned documents to
FormI17SupportingEvidence@ice.dhs.gov



List the school name and the school code in the subject line of the email.

SEVP will review the email and supporting documents. If the request is approved, the new official will be [notified](#) of their role and how to access SEVIS.

Assign or Reassign Campus Roles

Use this process to change the role of officials at individual campuses of your school without removing them as an official at your school. These changes are not adjudicated by SEVP and take effect immediately. The Form I-17 remains unlocked. School officials will notice the reassignments when they next log in to SEVIS.

Examples:

- Current PDSO takes maternity or paternity leave and another DSO at the school will serve as acting PDSO until the new parent returns.
- PDSO leaves the school and current DSO takes over as PDSO.
- DSO or PDSO is reassigned to another campus.

Note: Each campus must have one PDSO, and this person may be a PDSO at multiple campuses. There is no limit on the number of DSOs a school can have per campus. However, SEVIS will print a maximum of thirty officials per campus.



Limitation on the printed Form I-17:

SEVIS will only print up to 30 school officials per campus on the Form I-17. If more officials are needed, contact SEVP.

To assign or reassign campus roles:

1. Navigate to the *School Officials* page of the Form I-17 (page 6).

Current School Officials By Campus * ⓘ ? [Who are School Officials?](#)

Show 10 entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Main Campus			Roles	
Robertson, Helene	222-222-2222 ext.	Helene.Robertson@associates.ice.dhs.gov	DSO	Delete Official
Mercer, Ingrid	222-222-2222 ext.	ingrid.mercer@associates.ice.dhs.gov	UNASSIGNED	Delete Official
Rebecca, Meloni	703-555-7890 ext.	richard.maloney@associates.ice.dhs.gov	DSO	Delete Official
Feet, Rita	222-222-2222 ext.	Rita.Feet@associates.ice.dhs.gov	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard.Maloney@associates.ice.dhs.gov	PDSO	
SEVIS School for Gifted Students			Roles	
Robertson, Helene	222-222-2222 ext.	Helene [REDACTED]	UNASSIGNED	
Mercer, Ingrid	222-222-2222 ext.	Ingrid [REDACTED]	DSO	Delete Official
Rebecca, Meloni	703-555-7890 ext.	richard. [REDACTED]	UNASSIGNED	Delete Official
Feet, Rita	222-222-2222 ext.	Rita. [REDACTED]	UNASSIGNED	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard [REDACTED]	UNASSIGNED	Delete Official

Showing 1 to 10 of 10 entries First Previous 1 Next Last

Click **Roles** to assign Roles on each campus as needed

2. Click the **Roles** link for the campus where the official's role is to be changed. The *Update Roles* modal opens.

Update Roles

Name	Title	PDSO	DSO	UNASSIGNED
Feet Rita	International Scholar Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Maloney Richard	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mercer Ingrid	Immigration Specialist	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Rebecca Meloni	Advisor	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Robertson Helene	Director	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

[Cancel](#)



- **Every official** must be assigned at least one role at one campus listed on the application. If an official is not assigned a role, you cannot submit these changes to the form. **Every campus** must have at least one PDSO.
- The **Roles** link is only available if the **Current School Officials** table is sorted by campus. The **Roles** is not visible when the table is sorted by Official name.

3. Select the role for the official.
4. Click **Submit**. The *School Officials* page opens again.
5. Click **Next**. The *Submit: Requested Changes* page opens.

[<< Return to School Information](#)

[Page 1: Contact Information](#)

[Page 2: Programs of Study](#)

[Page 3: Accreditations and Recognitions](#)

[Page 4: School Calendar, Costs, and Demographics](#)

[Page 5: Campuses and Instructional Sites](#)

[Page 6: School Officials](#)

Submit

Update School Information (Form I-17)

Submit

SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass (⌚)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Requested Changes

Submit all supporting documents to update.sevis@ice.dhs.gov. For P/D SO updates, please submit supporting evidence to FormI17SupportingEvidence@ice.dhs.gov

7.1 PDSO Attestation * ⌚

This attestation allows an electronic signature. Read the attestation. Check the box and re-enter your SEVIS password. Since your updates allow an electronic submission, you do NOT need to submit a paper Form I-17.

I attest that:

- As PDSO, I am authorized to sign this petition on the behalf of this school.
- I understand that unless this institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to 8 CFR 214.4.
- All of all information contained within this petition is true. I acknowledge that the submission of inaccurate or misleading information may result in the loss of my institution's SEVP certification.
- I understand that willful misstatements may constitute perjury under 18 U.S.C. 1621.
- I understand that providing materially false, fictitious, or fraudulent information may subject me to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

7.2 SEVIS Password * ⌚

The PDSO must click the check box attesting:

- As PDSO, they are authorized to sign this petition on the behalf of this school
- They understand that unless the institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to [8 CFR 214.4](#)



- All information contained within this petition is true and acknowledgement that the submission of inaccurate or misleading information may result in the loss of the institution's SEVP certification
- They understand that willful misstatements may constitute perjury under [18 U.S.C. 1621](#)
- They understand that providing materially false, fictitious, or fraudulent information may subject them to criminal prosecution under [18 U.S.C.1001](#). Other possible criminal and civil violations may also be applicable

The PDSO must enter their SEVIS Password in the field provided.

5. Click one of the following:
 - **Save Draft:** The **Save Draft** button is inactive at this stage.
 - **Print Draft:** Open the prompt to **Open, Save, or Cancel**.
 - **Submit:** Submits the changes to the Form I-17 petition.
 - **Cancel:** The **Cancel** button is inactive at this stage;
6. Print the Form I-17, collect the [required signatures](#), and [email the signed Form I-17](#) to FormI17SupportingEvidence@ice.dhs.gov.
- 6.

Update School Officials

Use this process to update information about a school official. This process does not require SEVP adjudication. The Form I-17 remains unlocked.

To update a school official:

1. Navigate to the *School Officials* page of the Form I-17 (page 6).



Update School Information (Form I-17)

School Officials
SEVP Maloney School for SEVIS Studies - WAS214F10293000

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Submit

6.1 Current School Officials By Campus * ⌚ ? [Who are School Officials?](#)

Show entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Main Campus				Roles
Robertson, Helene	222-222-2222 ext.	Helene.Robertson@associates.ice.dhs.gov	DSO	Delete Official
Mercer, Ingrid	222-222-2222 ext.	ingrid.mercer@associates.ice.dhs.gov	DSO	Delete Official
Rebecca, Meloni	703-555-7890 ext.	richard.maloney@associates.ice.dhs.gov	DSO	Delete Official
Feet, Rita	222-222-2222 ext.	Rita.Feet@associates.ice.dhs.gov	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard.Maloney@associates.ice.dhs.gov	PDSO	Delete Official
SEVIS School for Gifted Students				Roles
Robertson, Helene	222-222-2222 ext.	Helene.Robertson@associates.ice.dhs.gov	DSO	Delete Official
Mercer, Ingrid	222-222-2222 ext.	ingrid.mercer@associates.ice.dhs.gov	PDSO	Delete Official
Rebecca, Meloni	703-555-7890 ext.	richard.maloney@associates.ice.dhs.gov	DSO	Delete Official
Feet, Rita	222-222-2222 ext.	Rita.Feet@associates.ice.dhs.gov	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard.Maloney@associates.ice.dhs.gov	DSO	Delete Official

Showing 1 to 10 of 10 entries

First Previous **1** Next Last

6.2 Add School Officials ⌚ ?

2. Click the official's name. The *Update Official*

Helene
ingrid
richard
Rita
Richard
Helene
ingrid
richard
Rita
Richard



Update School Information (Form I-17)

Update Official

SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)
Fields requiring adjudication are marked with an hourglass (⌚)

Last Name * ⌚	First Name * ⌚	Suffix
<input type="text" value="Rebecca"/>	<input type="text" value="Meloni"/>	<input type="text" value=""/>

The official is: * UNITED STATES CITIZEN LEGAL PERMANENT RESIDENT

Title *

Address *

2150 CRYSTAL DR
ARLINGTON VA 22202

Email Address *

Telephone Number *

() - ext.

3. Update the information, as needed.
4. Click **Update**. The *School Officials* page reopens.



- SEVP must adjudicate any name change. Proof of legal name change along with the [signed Form I-17](#) must be emailed to FormI17SupportingEvidence@ice.dhs.gov.
- Email evidence of U.S. citizenship to FormI17SupportingEvidence@ice.dhs.gov when a PDSO or DSO changes status from lawful permanent resident to U.S. citizen.



Update School Information (Form I-17)
School Officials
 SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)
 Fields requiring adjudication are marked with an hourglass (⌚)
 "?" information icon denotes help about the page (i)
 Question Mark denotes information about the field (?)

6.1 Current School Officials By Campus * ⌚ ? [Who are School Officials?](#)

Show 10 entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Main Campus			Roles	
Robertson, Helene	222-222-2222 ext.	Helene	DSO	Delete Official
Rebecca, Meloni	703-555-7890 ext.	ri	DSO	Delete Official
Feet, Rita	222-222-2222 ext.	Rita.	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard.	PDSO	Delete Official

Showing 1 to 4 of 4 entries First Previous **1** Next Last

6.2 Add School Officials ⌚ ? [How do I add a new official?](#)

[Add a new Official](#)

SEVIS User Name [Add an existing Official](#)

[Who are existing School Officials? how can I add an existing official?](#)

Save Draft Print Draft Previous **Next** Cancel

5. Click **Next**. The *Submit: Requested Changes* page opens.



<< Return to School Information

Page 1: Contact Information

Page 2: Programs of Study

Page 3: Accreditations and Recognitions

Page 4: School Calendar, Costs, and Demographics

Page 5: Campuses and Instructional Sites

Page 6: School Officials

Submit

Update School Information (Form I-17)

Submit

SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass (⌚)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Requested Changes

Submit all supporting documents to update.sevis@ice.dhs.gov. For P/D SO updates, please submit supporting evidence to FormI17SupportingEvidence@ice.dhs.gov

7.1 PDSO Attestation * ⌚

This attestation allows an electronic signature. Read the attestation. Check the box and re-enter your SEVIS password. Since your updates allow an electronic submission, you do NOT need to submit a paper Form I-17.

I attest that:

- As PDSO, I am authorized to sign this petition on the behalf of this school.
- I understand that unless this institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to 8 CFR 214.4.
- All of all information contained within this petition is true. I acknowledge that the submission of inaccurate or misleading information may result in the loss of my institution's SEVP certification.
- I understand that willful misstatements may constitute perjury under 18 U.S.C. 1621.
- I understand that providing materially false, fictitious, or fraudulent information may subject me to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

7.2 SEVIS Password * ⌚

••••••••••

The PDSO must click the check box attesting:

- As PDSO, they are authorized to sign this petition on the behalf of this school
- They understand that unless the institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to [8 CFR 214.4](#)
- All information contained within this petition is true and acknowledgement that the submission of inaccurate or misleading information may result in the loss of the institution’s SEVP certification
- They understand that willful misstatements may constitute perjury under [18 U.S.C. 1621](#)
- They understand that providing materially false, fictitious, or fraudulent information may subject them to criminal prosecution under [18 U.S.C.1001](#). Other possible criminal and civil violations may also be applicable

The PDSO must enter their SEVIS Password in the field provided.

6. Click one of the following:



- **Save Draft:** Saves the changes without filing and returns the user to the *Campus Information* page.
- **Print Draft:** Open the prompt to **Open**, **Save**, or **Cancel**.
- **Submit:** Submits the changes to the Form I-17 petition.
- **Cancel:** Returns the user to the *Campus Information* page without saving the changes.



The PDSO and the DSO must sign the Form I-17 even though the on-screen instructions say the paper Form I-17 is not needed.

Refer to **Form I 17 Petition Update Overview** on the SEVIS Help Hub for instructions on how to Upload Evidence.

Note: SEVIS does not yet allow PDSOs to upload evidence. Until this function is available in SEVIS, DSOs must email PDFs of required evidence to FormI17SupportingEvidence@ice.dhs.gov.

6. Click **Submit**.
 - If the change does not involve a name change, SEVIS updates the official's information. If this is the only change included in the submission, the Form I-17 remains unlocked for other updates.
 - If the change involves a name change, SEVIS locks the Form I-17. No additional updates can be made until SEVP adjudicates the update.

Delete School Official

Use this process to remove an official from all of the school's campuses. The deleted official will lose SEVIS access upon submission. This process does not require SEVP adjudication. The Form I-17 remains unlocked.



Do not use this process if the official is being removed from a role at one campus, but still needs SEVIS access for another campus. In this instance, simply [reassign campus roles](#).

To delete a school official:

1. Navigate to the *School Officials* page of the Form I-17 (page 6).



Update School Information (Form I-17)

School Officials
SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)
Fields requiring adjudication are marked with an hourglass (⌚)
"i" information icon denotes help about the page (i)
Question Mark denotes information about the field (?)

[<< Return to School Information](#)

[Page 1: Contact Information](#)

[Page 2: Programs of Study](#)

[Page 3: Accreditations and Recognitions](#)

[Page 4: School Calendar, Costs, and Demographics](#)

[Page 5: Campuses and Instructional Sites](#)

Page 6: School Officials

[Submit](#)

6.1 Current School Officials By Campus * ⌚ ? [Who are School Officials?](#)

Show entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Main Campus				Roles
Robertson, Helene	222-222-2222 ext.	Helene.Robertson@associates.ice.dhs.gov	DSO	Delete Official
Mercer, Ingrid	222-222-2222 ext.	ingrid.mercer@associates.ice.dhs.gov	DSO	Delete Official
Rebecca, Meloni	703-555-7890 ext.	richard.maloney@associates.ice.dhs.gov	DSO	Delete Official
Feet, Rita	222-222-2222 ext.	Rita.Feet@associates.ice.dhs.gov	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard.Maloney@associates.ice.dhs.gov	PDSO	Delete Official
SEVIS School for Gifted Students				Roles
Robertson, Helene	222-222-2222 ext.	Helene.Robertson@associates.ice.dhs.gov	DSO	Delete Official
Mercer, Ingrid	222-222-2222 ext.	ingrid.mercer@associates.ice.dhs.gov	PDSO	Delete Official
Rebecca, Meloni	703-555-7890 ext.	richard.maloney@associates.ice.dhs.gov	DSO	Delete Official
Feet, Rita	222-222-2222 ext.	Rita.Feet@associates.ice.dhs.gov	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard.Maloney@associates.ice.dhs.gov	DSO	Delete Official

Showing 1 to 10 of 10 entries First Previous **1** Next Last

6.2 Add School Officials ⌚ ?

Helene

ingrid

ri

Rita

Richard

- Click **Delete Official** to the right of the official *<Name>* page opens.

Helene
ingrid
ri
Rita
Richard



Delete Official

This will delete the selected official from all campuses for this school immediately upon submitting the change.
Reinstating this official will require another petition update.

[Cancel](#)

3. Click **Submit**. SEVIS no longer displays the official on the *School Officials* page.



Update School Information (Form I-17)

School Officials
SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)
Fields requiring adjudication are marked with an hourglass (⌚)
"i" information icon denotes help about the page (i)
Question Mark denotes information about the field (?)

<< [Return to School Information](#)

[Page 1: Contact Information](#)

[Page 2: Programs of Study](#)

[Page 3: Accreditations and Recognitions](#)

[Page 4: School Calendar, Costs, and Demographics](#)

[Page 5: Campuses and Instructional Sites](#)

Page 6: School Officials

[Submit](#)

6.1 Current School Officials By Campus * ⌚ (?) [Who are School Officials?](#)

Show entries Search:

Official's Name	Telephone	Email Address	Role	Actions
Main Campus			Roles	
Robertson, Helene	222-222-2222 ext.	Helene.Robertson@associates.ice.dhs.gov	DSO	Delete Official
Mercer, Ingrid	222-222-2222 ext.	ingrid.mercer@associates.ice.dhs.gov	DSO	Delete Official
Feet, Rita	222-222-2222 ext.	Rita.Feet@associates.ice.dhs.gov	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard.Maloney@associates.ice.dhs.gov	PDSO	Delete Official
SEVIS School for Gifted Students			Roles	
Robertson, Helene	222-222-2222 ext.	Helene.Robertson@associates.ice.dhs.gov	DSO	Delete Official
Mercer, Ingrid	222-222-2222 ext.	ingrid.mercer@associates.ice.dhs.gov	PDSO	Delete Official
Feet, Rita	222-222-2222 ext.	Rita.Feet@associates.ice.dhs.gov	DSO	Delete Official
Maloney, Richard	555-555-5555 ext.	Richard.Maloney@associates.ice.dhs.gov	DSO	Delete Official

Showing 1 to 8 of 8 entries First Previous **1** Next Last

6.2 Add School Officials ⌚ (?)

The deleted official, Rebecca Meloni, is no longer listed.



Although the official is no longer listed on the page, the official does not lose SEVIS information until the **Submit: Requested Changes** button is submitted.

4. Click **Next**. The *Submit: Requested Changes* p



<< Return to School Information

Page 1: Contact Information

Page 2: Programs of Study

Page 3: Accreditations and Recognitions

Page 4: School Calendar, Costs, and Demographics

Page 5: Campuses and Instructional Sites

Page 6: School Officials

Submit

Update School Information (Form I-17)

Submit

SEVP Maloney School for SEVIS Studies - WAS214F10293000

Required fields are marked with an asterisk (*)

Fields requiring adjudication are marked with an hourglass (⌚)

"i" information icon denotes help about the page (i)

Question Mark denotes information about the field (?)

Requested Changes

Submit all supporting documents to update.sevis@ice.dhs.gov. For P/DSO updates, please submit supporting evidence to FormI17SupportingEvidence@ice.dhs.gov

7.1 PDSO Attestation * ⌚

This attestation allows an electronic signature. Read the attestation. Check the box and re-enter your SEVIS password. Since your updates allow an electronic submission, you do NOT need to submit a paper Form I-17.

I attest that:

- As PDSO, I am authorized to sign this petition on the behalf of this school.
- I understand that unless this institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to 8 CFR 214.4.
- All of all information contained within this petition is true. I acknowledge that the submission of inaccurate or misleading information may result in the loss of my institution's SEVP certification.
- I understand that willful misstatements may constitute perjury under 18 U.S.C. 1621.
- I understand that providing materially false, fictitious, or fraudulent information may subject me to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

7.2 SEVIS Password * ⌚

••••••••••

The PDSO must click the check box attesting:

- As PDSO, they are authorized to sign this petition on the behalf of this school
- They understand that unless the institution fully complies with the regulatory requirements, approval may be withdrawn pursuant to [8 CFR 214.4](#)
- All information contained within this petition is true and acknowledgement that the submission of inaccurate or misleading information may result in the loss of the institution’s SEVP certification
- They understand that willful misstatements may constitute perjury under [18 U.S.C. 1621](#)
- They understand that providing materially false, fictitious, or fraudulent information may subject them to criminal prosecution under [18 U.S.C.1001](#). Other possible criminal and civil violations may also be applicable

The PDSO must enter their SEVIS Password in the field provided.

1. Click one of the following:



- **Save Draft:** Saves the changes without filing and returns the user to the *Campus Information* page.
 - **Print Draft:** Open the prompt to **Open**, **Save**, or **Cancel**.
 - **Submit:** Submits the changes to the Form I-17 petition.
 - **Cancel:** Returns the user to the *Campus Information* page without saving the changes.
5. Click **Submit**. The *Update Successfully Submitted* page opens.
- SEVIS removes the official’s access to all of the school’s campuses in SEVIS.

Email Documents to SEVP

Immediately scan the signed Form I-17 and supporting documents, and then email the following documents to FormI17SupportingEvidence@ice.dhs.gov:

- Signed Form I-17
- [Proof of U.S. citizenship or lawful permanent residence](#) in the United States
- If the prospective DSO’s name on the citizenship or LPR document does not match the name entered in SEVIS, also send legal evidence of the name change, such as a court order or a state issued marriage certificate.



List the school name and the school code in the subject line of the email.



SEVP will deny the update if the required documents are not emailed to FormI17SupportingEvidence@ice.dhs.gov.

Required Signatures

When updating school officials, the following signatures are required:

Action	Required Signatures
Add DSO	<ul style="list-style-type: none"> • Form I-17, page 3: PDSO • Form I-17A, page 4 for each campus: PDSO • Form I-17A for each campus: new DSO
Add PDSO	<p>If the PDSO will stay at the school:</p> <ul style="list-style-type: none"> • Form I-17, page 3: PDSO • Form I-17A, page 4 for each campus: Head of school



Action	Required Signatures
	<ul style="list-style-type: none"> Form I-17A for each campus: new PDSO If PDSO is leaving the school: <ul style="list-style-type: none"> Form I-17, page 3: Head of school Form I-17A, page 4 for each campus: Head of school Form I-17A for each campus: new PDSO
Edit School Official Information	Signatures required for name change only: <ul style="list-style-type: none"> Form I-17, page 3: PDSO Form I-17A, page 4 for each campus: PDSO Form I-17A for each campus: official whose name changed
Change roles	Change in DSO campus assignments: <ul style="list-style-type: none"> Form I-17, page 3: PDSO Form I-17A, page 4 for each campus: PDSO Form I-17A for each campus: DSO Change in PDSO assignment: <ul style="list-style-type: none"> Form I-17, page 3: PDSO Form I-17A, page 4 for each campus: Head of school Form I-17A for each campus: new DSO
Delete Official	No signature required

Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
December 22, 2015	Initial Release
September 30, 2016	Updates to reflect SEVIS Release 6.29