



This job aid is a quick-reference for adding, editing, or removing school officials. Find the action below that you want to take. Click on the scenario that best applies to your school. Follow the associated process.

Action	Scenario
<b>Add DSO</b>	<ul style="list-style-type: none"> <li><a href="#">PDSO accesses Form I-17 to add DSO who is not listed on another Form I-17 or Form DS-3036</a></li> </ul>
	<ul style="list-style-type: none"> <li><a href="#">PDSO accesses Form I-17 to add DSO who is listed on another Form I-17 or Form DS-3036</a></li> </ul>
	<ul style="list-style-type: none"> <li><a href="#">PDSO cannot access the Form I-17 to add DSO</a></li> </ul>
<b>Change SEVIS roles of current school officials</b>	<ul style="list-style-type: none"> <li><a href="#">PDSO updates Form I-17 to change roles of officials at the school</a> (includes changing own role to DSO)</li> </ul>
<b>Change PDSO</b>	<ul style="list-style-type: none"> <li><a href="#">PDSO accesses Form I-17 to add new PDSO who is not a SEVIS user</a></li> </ul>
	<ul style="list-style-type: none"> <li><a href="#">PDSO accesses Form I-17 to add new PDSO who is an active SEVIS user at another school</a></li> </ul>
	<ul style="list-style-type: none"> <li><a href="#">Head of school adds new PDSO because old PDSO is not available</a></li> </ul>
<b>Update official</b>	<ul style="list-style-type: none"> <li><a href="#">Update School Official</a></li> </ul>
<b>Delete official</b>	<ul style="list-style-type: none"> <li><a href="#">Delete School Official</a></li> </ul>

## Proof of 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)
<b>U.S. Citizen</b>	<ul style="list-style-type: none"> <li>U.S. passport or passport card</li> <li>U.S. birth certificate</li> <li>Naturalization or Citizenship Certificate</li> </ul>
<b>Lawful Permanent Resident</b>	<ul style="list-style-type: none"> <li>Alien Registration Card</li> </ul>

If the name on their citizenship/LPR documents does not match the name to be used in the Student and Exchange Visitor Information System (SEVIS), also submit copies of legal documents; such as, marriage certificates, divorce decrees, or court orders showing the legal name change.



## PDSO Accesses Form I-17 to Add DSO Who Is NOT Listed on Another Form I-17 or Form DS-3036

Use this process when the PDSO can edit the Form I-17.

Step	Action
1. Collect documents	<ul style="list-style-type: none"> <li>• PDSO collects <a href="#">documents from new PDSO establishing U.S. citizenship/LPR status.</a></li> <li>• If name on documents differs, PDSO also collects document showing legal name change (court order, marriage certificate, etc.).</li> </ul>
2. Add new official	<ul style="list-style-type: none"> <li>• PDSO logs into SEVIS, navigates to school page, clicks <b>Edit School</b>, and goes to <i>School Official Information</i>, page 4.</li> <li>• If the new DSO has never been an official in SEVIS or cannot remember previous SEVIS user name, PDSO clicks <b>Add New Official</b> and enters information.</li> <li>• If the new DSO is a former school/sponsor official and remembers previous SEVIS user name, PDSO clicks <b>Add Existing Official</b>, enters SEVIS user name, and edits information, if needed.</li> </ul>
3. SEVIS action	<ul style="list-style-type: none"> <li>• SEVIS adds person to list of officials.</li> <li>• SEVIS assigns default role of "No Role".</li> </ul>
4. Assign role(s)	<ul style="list-style-type: none"> <li>• PDSO goes to <i>Campus Information</i> page (page 5), clicks <b>Officials</b> link, and assigns roles for each campus the person will serve.</li> <li>• PDSO prints Form I-17 (once printed, it will read "Draft"), and submits update.</li> </ul>
5. SEVIS action	<ul style="list-style-type: none"> <li>• SEVIS locks the Form I-17. The school will not be able to edit the Form I-17 until after adjudication.</li> </ul>
6. Sign forms, scan, and email documents	<ul style="list-style-type: none"> <li>• "Draft" Form I-17 is signed by:             <ul style="list-style-type: none"> <li>○ Form I-17, page 3: PDSO</li> <li>○ Form I-17A, for each campus served: New DSO</li> <li>○ Form I-17 A, page 4 for each campus: PDSO</li> </ul> </li> <li>• PDSO scans documents.</li> <li>• PDSO <i>immediately</i> emails documents with name of school and school code in subject line to <b>FormI17SupportingEvidence@ice.dhs.gov.</b></li> </ul>



## PDSO Access Form I-17 to Add DSO Who Is Listed on Another Form I-17 or Form DS-3036

Use this process when the PDSO can edit the Form I-17 to add someone who is an official at another school or sponsor. This process does not require SEVP adjudication, but does require submission of documents.

Step	Action
<p><b>1. Collect documents</b></p>	<ul style="list-style-type: none"> <li>• PDSO collects <a href="#">documents from new PDSO establishing U.S. citizenship/LPR status.</a></li> <li>• If name on documents differs, PDSO also collects document showing legal name change (court order, marriage certificate, etc.).</li> </ul>
<p><b>2. Add new official</b></p>	<ul style="list-style-type: none"> <li>• PDSO logs into SEVIS, navigates to school page, clicks <b>Edit School</b>, and goes to <i>School Official Information</i>, page 4.</li> <li>• PDSO clicks <b>Add Existing Official</b> and enters new DSO’s SEVIS user name.</li> <li>• PDSO edits new DSOs information, if needed</li> </ul>
<p><b>3. SEVIS action</b></p>	<ul style="list-style-type: none"> <li>• SEVIS adds person to list of officials.</li> <li>• SEVIS assigns default role of "No Role".</li> </ul>
<p><b>4. Assign role(s)</b></p>	<ul style="list-style-type: none"> <li>• PDSO goes to <i>Campus Information</i> page (page 5), clicks <b>Officials</b> link, and assigns roles for each campus the person will serve.</li> <li>• PDSO prints Form I-17 (once printed, it will read “Draft”) and submits update.</li> </ul>
<p><b>5. SEVIS action</b></p>	<ul style="list-style-type: none"> <li>• SEVIS adds person as active official at the school.</li> <li>• SEVIS emails new DSO about addition of new role.</li> </ul>
<p><b>6. New DSO</b></p>	<ul style="list-style-type: none"> <li>• New DSO gains access to that school in SEVIS.</li> </ul>
<p><b>7. Sign forms, scan, and email documents</b></p>	<ul style="list-style-type: none"> <li>• “Draft” Form I-17 is signed by:             <ul style="list-style-type: none"> <li>○ Form I-17, page 3: PDSO</li> <li>○ Form I-17A, for each campus served: New DSO</li> <li>○ Form I-17 A, page 4 for each campus: PDSO</li> </ul> </li> <li>• PDSO scans documents.</li> <li>• PDSO <i>immediately</i> emails documents with name of school and school code in subject line to <b>FormI17SupportingEvidence@ice.dhs.gov.</b></li> </ul>



## PDSO Cannot Access Form I-17 to Add DSO

Use this process if the PDSO cannot edit a locked Form I-17.

Step	Action
1. Collect documents	<ul style="list-style-type: none"> <li>PDSO collects <a href="#">documents from new PDSO establishing U.S. citizenship/LPR status.</a></li> <li>If name on documents differs, also collects document showing legal name change (court order, marriage certificate, etc.). <b>Note:</b> SEVP will only enter a name that matches official documents.</li> <li>Required statement. (See below.)</li> </ul>
2. Email SEVP	<ul style="list-style-type: none"> <li>PDSO scans documents and prepares email to explain why update cannot be submitted in SEVIS and to provide information from required statement (see below). PDSO attaches supporting documents.</li> <li>PDSO sends email with name of school and school code in subject line and supporting documents attached to <b>FormI17SupportingEvidence@ice.dhs.gov.</b></li> </ul>
3. SEVP action	<ul style="list-style-type: none"> <li>SEVP adds DSO to list of officials.</li> <li>SEVP assigns role(s) to each campus the new DSO will serve.</li> </ul>
4. SEVIS action	<ul style="list-style-type: none"> <li>SEVIS notifies DSO of new role(s).</li> </ul>

Required Statement to be Submitted on School Letterhead	
Who should it come from?	<ul style="list-style-type: none"> <li>PDSO</li> </ul>
What should it contain?	<ul style="list-style-type: none"> <li>School Name and School Code</li> <li>Name of any P/DSO(s) to be added/changed</li> <li>Previous SEVIS user name, if known</li> <li>Position title of new P/DSO</li> <li>Work address of new P/DSO</li> <li>Role assignment (PDSO or DSO) for each campus the official will serve, include campus name and address</li> <li>Telephone number of new P/DSO(s)</li> <li>Email address of new P/DSO(s)</li> </ul>



## PDSO Updates Form I-17 to Change Roles of Officials at the School

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

Examples of change of roles for school officials:

- 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 will take over as PDSO.
- DSO or PDSO is reassigned to another campus.

Step	Action
1. Assign role(s)	<ul style="list-style-type: none"> <li>• PDSO logs in to SEVIS; goes to <i>Campus Information</i> page (page 5), and reassigns roles for each campus, as appropriate.</li> <li>• PDSO prints “Draft” Form I-17 and submits.</li> </ul>
2. Sign forms, scan, and email documents	<ul style="list-style-type: none"> <li>• If the update only involves changing DSO campus assignments, the “Draft” Form I-17 is signed by:               <ul style="list-style-type: none"> <li>○ PDSO (Form I-17, page 3, and Form I-17A, page 4, in lieu of the head of school).</li> <li>○ Officials whose roles changes (Form I-17A, for each campus served).</li> </ul> </li> <li>• If the update involves changing who is the PDSO, the “Draft” Form I-17 is signed by:               <ul style="list-style-type: none"> <li>○ Form I-17, page 3: PDSO</li> <li>○ Form I-17A, for each campus served: Officials whose roles change</li> <li>○ Form I-17A, page 4, for each campus:                   <ul style="list-style-type: none"> <li>▪ Head of school ,if PDSO role assignment changed</li> <li>▪ PDSO, if DSO campus assignments changed</li> </ul> </li> </ul> </li> <li>• PDSO scans documents.</li> <li>• PDSO <i>immediately</i> emails documents with name of school and school code in subject line to <b>FormI17SupportingEvidence@ice.dhs.gov</b>.</li> </ul>
3. SEVIS action	<ul style="list-style-type: none"> <li>• SEVIS processes and accepts the role changes in SEVIS.</li> <li>• SEVIS notifies users of new roles.</li> </ul>
4. Log in to SEVIS	<ul style="list-style-type: none"> <li>• School officials are able to function in their new roles the next time they log in to SEVIS.</li> </ul>



## PDSO Accesses Form I-17 to Add New PDSO Who Is NOT Listed on Another Form I-17 or Form DS-3036

SEVIS will not allow the PDSO role to be assigned to someone who is not an official at another school or sponsor. The PDSO must first submit an update to add the new PDSO as a DSO. SEVP must approve the update. Then the PDSO reassigns roles.

Step	Action
<b>1. Collect documents</b>	<ul style="list-style-type: none"> <li>• PDSO collects <a href="#">documents from new PDSO establishing U.S. citizenship/LPR status</a></li> <li>• If name on documents differs, PDSO also collects document showing legal name change (court order, marriage certificate, etc.).</li> </ul>
<b>2. Add new official</b>	<ul style="list-style-type: none"> <li>• PDSO logs in to SEVIS and follows procedure to <a href="#">add a DSO who is not an Active PDSO or DSO at another school.</a></li> <li>• PDSO temporarily assigns the new PDSO the role of “DSO” for each campus the new PDSO will serve.</li> </ul>
<b>3. Scan, and email documents</b>	<ul style="list-style-type: none"> <li>• PDSO scans documents.</li> <li>• PDSO <i>immediately</i> emails documents with name of school and school code in subject line to <b>FormI17SupportingEvidence@ice.dhs.gov.</b></li> </ul>
<b>4. SEVIS action</b>	<ul style="list-style-type: none"> <li>• SEVIS locks Form I-17, so no changes can be made.</li> </ul>
<b>5. Adjudication</b>	<ul style="list-style-type: none"> <li>• SEVP reviews the request and makes a final decision.</li> </ul>
<b>6. SEVIS action</b>	<ul style="list-style-type: none"> <li>• SEVIS notifies officials of decision.</li> <li>• If approved assigns, sends user name to new official.</li> </ul>
<b>7. Reassign role</b>	<ul style="list-style-type: none"> <li>• PDSO follows procedure <a href="#">to reassign roles</a> to change role.</li> </ul>
<b>8. Sign forms, scan, and email documents</b>	<ul style="list-style-type: none"> <li>• “Draft” Form I-17 is signed by:             <ul style="list-style-type: none"> <li>○ Form I-17, page 3: Head of School, if PDSO leaves school, PDSO, if PDSO stays at the school</li> <li>○ Form I-17A, page 4 for each campus: Head of School</li> <li>○ Form I-17A, for each campus served: new PDSO</li> </ul> </li> <li>• PDSO scans Form I-17</li> <li>• PDSO <i>immediately</i> emails Form I-17 with name of school and school code in subject line to <b>FormI17SupportingEvidence@ice.dhs.gov.</b></li> </ul>



## Current PDSO Accesses Form I-17 to Add New PDSO Who Is Listed on the Form I-17 or Form DS-3036 of Another School or Sponsor

Use this process to replace yourself as PDSO with someone who is listed on another institution’s Form I-17 or Form DS-3036. This process does not require SEVP adjudication, but does require submission of documents.

Step	Action
<p><b>1. Collect documents</b></p>	<ul style="list-style-type: none"> <li>• PDSO collects <a href="#">documents from new PDSO establishing U.S. citizenship/LPR status</a></li> <li>• If name on documents differs, also collects document showing legal name change (court order, marriage certificate, etc.)</li> </ul>
<p><b>2. Add new official</b></p>	<ul style="list-style-type: none"> <li>• PDSO logs into SEVIS, navigates to school page, clicks <b>Edit School</b>, and goes to <i>School Official Information</i>, page 4.</li> <li>• PDSO clicks <b>Add Existing Official</b>, enters new PDSO’s SEVIS user name.</li> <li>• PDSO edits new PDSO’s information, if needed.</li> </ul>
<p><b>3. SEVIS action</b></p>	<ul style="list-style-type: none"> <li>• SEVIS adds new PDSO to list of officials.</li> <li>• SEVIS assigns default role of "No Role".</li> </ul>
<p><b>4. Assign role(s)</b></p>	<ul style="list-style-type: none"> <li>• Current PDSO goes to <i>Campus Information</i> page (page 5); clicks <b>Officials</b> link and assigns new PDSO the “PDSO” role for each campus the person will serve.</li> <li>• Current PDSO changes own role to DSO for each campus.</li> <li>• Current PDSO prints Form I-17. (Once printed, it will read “Draft”.)</li> </ul>
<p><b>5. Sign forms, submit, scan, and email documents</b></p>	<ul style="list-style-type: none"> <li>• “Draft” Form I-17 is signed by:               <ul style="list-style-type: none"> <li>○ Form I-17, page 3: Head of school, if PDSO leaves the school, PDSO, if PDSO stays at the school.</li> <li>○ Form I-17A, page 4 for each campus: Head of School</li> <li>○ Form I-17A, for each campus served: New PDSO.</li> </ul> </li> <li>• PDSO submits updates, scans documents.</li> <li>• PDSO <i>immediately</i> emails documents with name of school and school code in subject line to <b>FormI17SupportingEvidence@ice.dhs.gov</b>.</li> </ul>
<p><b>6. SEVIS action</b></p>	<ul style="list-style-type: none"> <li>• SEVIS adds person as active official at the school.</li> <li>• SEVIS emails new PDSO about addition of new role.</li> </ul>



## Head of School Initiates PDSO Change when PDSO is Unavailable

Use this process when the PDSO is not available to process a change in school officials.

Step	Action
1. Collect documents	<ul style="list-style-type: none"> <li>Head of school collects <a href="#">documents from new PDSO establishing U.S. citizenship/LPR status</a>.</li> <li>If name on documents differs, head of school also collects document showing legal name change (court order, marriage certificate, etc.).</li> <li>Head of school required statement. (See below.)</li> </ul>
2. Email SEVP	<ul style="list-style-type: none"> <li>Head of school scans documents, prepares email to explain why update cannot be submitted in SEVIS, provides information from required statement, and attaches supporting documents.</li> <li>Head of school sends email with name of school and school code in subject line and supporting documents attached to <b>FormI17SupportingEvidence@ice.dhs.gov</b>.</li> </ul>
3. SEVP action	<ul style="list-style-type: none"> <li>SEVP adds DSO to list of officials.</li> <li>SEVP assigns role(s) to each campus the new DSO will serve.</li> </ul>
4. SEVIS action	<ul style="list-style-type: none"> <li>SEVIS notifies PDSO of new role(s).</li> </ul>

Required Statement to be Submitted on School Letterhead	
Who should it come from?	<ul style="list-style-type: none"> <li>Head of School</li> </ul>
What should it contain?	<ul style="list-style-type: none"> <li>School Name and School Code</li> <li>Name of new P/DSO(s) to be added</li> <li>Previous SEVIS user name of new P/DSO, if applicable</li> <li>Position title of new P/DSO(s)</li> <li>Work address of new P/DSO</li> <li>Role assignment (PDSO or DSO) for each campus the official will serve, include campus address</li> <li>Telephone number of any new P/DSO(s)</li> <li>Email address of any new P/DSO(s)</li> <li>What to do with old PDSO – changing role to DSO? For all campuses? Remove from Form I-17?</li> </ul>



## Update School Official

Use this process to update information about a school official.

Step	Action
1. Collect documents	If the change involves a name change, collect documentation of legal name change.
2. Update Official	<ul style="list-style-type: none"> <li>• PDSO logs into SEVIS, navigates to school page, clicks <b>Edit School</b>, and goes to <i>School Official Information</i>, page 4.</li> <li>• PDSO clicks <b>Update</b> and updates information, as needed:               <ul style="list-style-type: none"> <li>○ Name (Change in this field requires SEVP adjudication.)</li> <li>○ U.S. citizenship/LPR Status</li> <li>○ Title</li> <li>○ Work address</li> <li>○ Telephone number</li> <li>○ Email address</li> </ul> </li> <li>• PDSO prints “Draft” Form I-17, if the change involves name change.</li> <li>• PDSO submits change.</li> </ul>
3. Sign forms, scan, and email documents, if change involves a name change	<ul style="list-style-type: none"> <li>• “Draft” Form I-17 is signed by:               <ul style="list-style-type: none"> <li>○ Form I-17, page 3: PDSO</li> <li>○ Form I-17A, page 4: PDSO</li> <li>○ Form I-17A, for each campus served : Official whose name changed</li> </ul> </li> <li>• PDSO scans signed Form I-17 and proof of legal name change.</li> <li>• PDSO <i>immediately</i> emails documents with name of school and school code in subject line to <b>FormI17SupportingEvidence@ice.dhs.gov</b>.</li> </ul>
4. SEVIS action	<p>For changes that do not include name change:</p> <ul style="list-style-type: none"> <li>• SEVIS accepts the changes.</li> <li>• Form I-17 remains available for update.</li> </ul> <p>For changes that include a name change:</p> <ul style="list-style-type: none"> <li>• SEVIS locks Form I-17, so no changes can be made.</li> <li>• This change requires adjudication.</li> </ul>



## Delete 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](#).

Step	Action
1. Delete official	<ul style="list-style-type: none"> <li>• PDSO logs into SEVIS, navigates to school page, clicks <b>Edit School</b>, and goes to <i>School Official Information</i>, page 4.</li> <li>• PDSO clicks <b>Delete</b> and confirms deletion.</li> <li>• PDSO submits change.</li> </ul>
2. SEVIS action	<ul style="list-style-type: none"> <li>• Removes official from list of school officials.</li> <li>• Removes all role assignments from all campuses.</li> <li>• Form I-17 remains available for update.</li> </ul>
3. Access lost	<ul style="list-style-type: none"> <li>• Deleted official loses ability to log in to SEVIS to access the school’s records. The official can still access other schools where he or she is a PDSO or DSO.</li> </ul>

## Icon Guide

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

## Document Revision History

Date	Revision Summary
December 11, 2015	Initial Release
December 14, 2015	Updated Required Statement for locked petition to include previous SEVIS User name and work address of new P/DSO