

Broadcast Message: Upcoming PDSO/DSO and RO/ARO Annual Verification

To: All SEVIS users

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General information

This broadcast message serves as a reminder that the annual verification period for principal designated school officials (PDSOs), designated school officials (DSOs), responsible officers (ROs) and alternate responsible officers (AROs) begins December 2, 2024. All SEVP-certified schools and U.S. Department of State-designated sponsors **must complete the PDSO/DSO and RO/ARO Annual Verification by end of day, March 2, 2025.**

As a federal information system, the Student and Exchange Visitor Information System (SEVIS) is subject to the Federal Information Security Management Act (FISMA). This act requires an annual verification that all users who access a federal system have both the business need and the authorization to access the system. To comply with FISMA, PDSOs and ROs must annually verify that all PDSOs, DSOs, ROs and AROs with access to SEVIS:

- Are still employed by the organization;
- Continue to perform the duties of a PDSO, DSO, RO or ARO; and
- Require continued access to SEVIS.

Detailed instructions for the verification process are in the [PDSO/DSO Annual Verification](#) article on the [SEVIS Help Hub](#).

Key dates

- Verification start date – December 2, 2024
- Verification end date – March 2, 2025

Consequences for not completing annual verification

A school is out of compliance with record keeping and reporting regulations if all its officials are not verified by end of day March 2. SEVP may take additional compliance actions against a school—up to and including withdrawal—for schools that fail to complete the verification process.

Failure to complete the annual verification process by end of day, March 2, 2025, will result in:

- Loss of SEVIS access for any unverified PDSO, DSO, RO or ARO;
- Loss of batch access; and
- May result in a compliance action.

The only further action PDSOs and ROs can take is to verify their DSOs or AROs.

Missing PDSO or RO

If your institution does not have a PDSO or RO, or your PDSO or RO will not be available during the verification period, please begin the process of selecting another individual to act in the capacity of a PDSO or RO. For instructions on how to do this, refer to the resources below:

- [SEVP Fact Sheet: Designated School Official Submissions](#) on [ICE.gov](#).
- [SEVIS Job Aid: Update School Officials](#) on the [SEVIS Help Hub](#).

ROs and AROs should follow the [SEVIS manual](#) for appropriate steps on updating any changes to the RO or ARO structure.

Direct any questions you have about PDSO or DSO changes, or the verification process to the SEVP Response Center (SRC) via phone at 703-603-3400 or 1-800-892-4829 or via email at SEVP@ice.dhs.gov. The SRC is open Monday through Friday, 8 a.m. to 6 p.m. ET, except for federal holidays.

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