

# SEVIS Release 6.18 Final System Changes

October 31, 2014

Production Release Date: October 31, 2014

The following summarizes the final system changes to SEVIS with Release 6.18.

## F/M School Officials and J Sponsor Officials

### Verification for School and Sponsor Officials

To ensure the integrity of the information contained in Student and Exchange Visitor Information System (SEVIS) and in the interest of national security, Student and Exchange Visitor Program (SEVP) and the Department of State (DoS) will require annual verification of every school and sponsor official who has access to the system. It is important for SEVP and DoS to verify that every Principal Designated School Official (PDSO), Designated School Official (DSO), Responsible Officer (RO), and Alternate Responsible Officer (ARO) who has access to SEVIS has a business need requiring that access. SEVIS is subject to the Federal Information Security Management Act (FISMA) which requires the review and verification of all users who access the system.

Every year, between the verification period of December 2<sup>nd</sup> to March 2<sup>nd</sup> (for a 90-day window to complete the validation), every PDSO, DSO, RO, and ARO must be verified. PDSOs and ROs must verify all approved officials at their institutions. The first verification period will be from December 2, 2014 to March 2, 2015. SEVP and DoS strongly encourages all PDSOs and ROs to complete the verification process as soon as possible after December 2<sup>nd</sup>. Failure to verify all school and sponsor officials will suspend SEVIS access for all school and sponsor officials and suspend batch processing capability.

SEVIS Verification	
Frequency of Verification	Annually
Length of Verification Event	90 Days
Verification Period	December 2 <sup>nd</sup> to March 2 <sup>nd</sup> The deadline is March 3 <sup>rd</sup> at 12:01 AM EDT
First Verification Window	December 2, 2014 to March 2, 2015
Notification Method	A message will appear on the SEVIS message board and a system generated email from SEVIS
Verification Email Reminders	Reminder emails will be sent to all school and sponsor officials 30, 15, and 5 days before the verification period deadline
Notification of blocked access	All school and sponsor officials that have not been verified will receive an email on March 3 <sup>rd</sup> stating that their access to SEVIS has been blocked

Once the SEVIS verification period begins, the school and sponsor officials will see a message on the SEVIS message board. The "required to verify" link will only be enabled for PDSOs and ROs. Once the PDSO or RO clicks on the "required to verify" link, the PDSO or RO will be taken to a new screen to determine whether all other school and sponsor officials are still employed at the school/program and working in that same capacity.

**Example of the School Official (PDSO) Verification Message – with “required to verify” link**

**Message Board**

Posting Begin Date	Posting End Date	Subject	Commands
10/08/2014	03/01/2015	Watch the SEVP Fall/Winter 2014-2015 Presentation	<a href="#">View</a> <a href="#">View/Print All</a>

**Next verification due by 12/02/2014.** The PDSO is [required to verify](#) that the campus SEVIS users remain eligible for access to SEVIS. Any user not verified by this date will lose access to SEVIS. See HELP for more information.

33 days remain until the next verification date.

**Example of the Sponsor Official (ARO) Verification Message – without “required to verify” link**

**Message Board**

Posting Begin Date	Posting End Date	Subject	Commands
10/08/2014	03/01/2015	Watch the SEVP Fall/Winter 2014-2015 Presentation	<a href="#">View</a> <a href="#">View/Print All</a>

**Next verification due by 12/02/2014.** The RO is required to verify that the AROs for your program still require access to SEVIS and remain employed by your program. Any official not verified by this date will lose access to SEVIS. See HELP for more information.

33 days remain until the next verification date.

A selection of “Yes” for an official verifies that the user is still acting in the capacity of a DSO or ARO and can have continued access to SEVIS. PDSOs and ROs can only verify if they are still in the capacity of PDSO or RO. A selection of “No” means the official is no longer acting in the capacity of a DSO or ARO.

**Example of the DSO Verification page**

[Return to Message Board](#)

**DSO Verification**

33 Days Remaining Due Date: 12/02/2014

**School Name - Campus Name**

- [campbell test school for 1495-campbell test school for 1495](#)
- [campbell test school for 1495-Chantilly](#)
- [campbell test school for 1495-Fairfax](#)
- [campbell test school for 1495-Hamilton](#)
- [campbell test school for 1495-Herndon](#)
- [campbell test school for 1495-leesburg campus](#)
- [campbell test school for 1495-Manassas Campus](#)
- [campbell test school for 1495-Middleburg](#)
- [campbell test school for 1495-Pville](#)
- [campbell test school for 1495-Round Hill](#)
- [campbell test school for 1495-Sterling](#)
- [Campbell testing school for F&M-campbell testing school for F&M](#)

**campbell test school for 1495**

10 main st, fairfax, VA, 22030

For each person listed, indicate YES if the person is still employed by your program and requires continued access to SEVIS. Indicate NO, if the person does not meet these criteria. If you indicate NO, that person will lose their SEVIS role for your program. See Help for more information.

<input type="radio"/> PDSO	<input type="radio"/> No	<b>Campbell, CSR</b>	703-111-1111	<a href="mailto:cc@associates.ice.dhs.gov">cc@associates.ice.dhs.gov</a>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Campbell, C</b>	703-111-1111	<a href="mailto:cc@associates.ice.dhs.gov">cc@associates.ice.dhs.gov</a>
<input type="radio"/> Yes	<input type="radio"/> No	<b>Show, A</b>	703-111-1111	<a href="mailto:cc@associates.ice.dhs.gov">cc@associates.ice.dhs.gov</a>

[Clear Selections](#)

**Additional Verification Information for School Officials**

If a DSO knows that the PDSO will not be available during the validation period, they must update their Form I-17 to designate a new PDSO.

Some PDSOs have multiple schools/campuses for which they must complete the verification process. If the school has only one PDSO for all campuses associated with a school, and they do not complete the verification process for all schools/campuses on their school list by the verification deadline, every SEVIS official for those schools and campuses will be locked out of SEVIS. If a school has multiple PDSOs at its various campuses, SEVIS will allow any of the campus PDSOs to complete the verification process for all of the school’s campuses.

If a PDSO has not verified **all** of their schools/campuses in SEVIS within the 90-day verification window, every DSO at those non-verified schools/campuses will be locked out of SEVIS and will receive an email notification that they no longer have access to their school. PDSOs that have not been verified in SEVIS within the 90-day verification window will be able to log into SEVIS for a limited period of time; however, they will not have access to any of the SEVIS functionality. The only functionality that the PDSO will have within SEVIS will be the verification process. If a DSO has not been verified after the 90 day period, they will receive a message at the SEVIS login screen to contact their PDSO. However, if the DSO has been verified at another school they will continue to have access to SEVIS for the school(s) for which they are verified.

After the verification period, the PDSOs or DSOs who have not been verified will be removed from the Form I-17.

#### **Additional Verification Information for Sponsor Officials**

If a RO has not validated **all** of their programs in SEVIS within the 90-day verification window, every ARO at those programs will be locked out of SEVIS and will receive an email notification that they no longer have access to their program. ROs that have not been verified in SEVIS within the 90-day verification window will be able to log into SEVIS for a limited period; however, they will not have access to any of the SEVIS functionality. The only functionality that the RO will have within SEVIS will be the verification process. If an ARO has not been verified after the 90 day period, they will receive a message at the SEVIS login screen to contact their RO.

After the verification period, the ROs or AROs who have not been verified will be removed from the Form DS-3036.

### **User Manuals, Online Help, and Tutorials**

SEVIS Online Help and User Manuals for program sponsor officials will be updated to reflect the changes implemented with SEVIS Release 6.18.