

Principal/Designated School Official (P/DSO) Checklist

Item Number	Requirements
1	A PDSO and DSO must be either a citizen or lawful permanent resident of the United States. Acceptable forms of proof of citizenship are any one of the following documents:
1.a	Copy of US passport (current or expired)
1.b	Copy of US birth certificate
1.c	Copy of alien registration card;
1.d	Or a copy of naturalization/citizenship certificate.
2	If any of the submitted documents contains a name other than those listed on the Record of Designated School Officials (I-17A), a copy of civil issued evidence, such as a copy of the court order granting the name change is required, i.e., marriage or divorce certificate.
3	Driver's licenses or social security cards <u>are not acceptable.</u>
4	The school must also include Form I-9, Employment Eligibility Verification, as supporting documentation that the PDSO and/or DSOs being updated are regularly employed members of the school.
5	As part of the Update adjudication process submit a completed Form I-17, Petition for Approval of School for Attendance by Nonimmigrant Student, including supplements A and B. The Form I-17 including supplemental pages must be submitted with the DSO and PDSO signatures. By signing the Form I-17 the DSO is attesting they have read and understand the regulations relating to nonimmigrant students, namely 8 CFR 214.1, 8 CFR 214.2(f) and/or 8 CFR 214.2(m); the regulations relating to change of nonimmigrant classification for students, including 8 CFR part 248; the regulations relating to school approval and withdrawal of school approval, specifically 8 CFR 214.3 and 214.4, and that they intend to comply with these regulations at all times.
5.a	For routine DSO update requests, the PDSO may sign in place of the President, Owner, or head of a school.
5.b	Requests to change DSO(s) or the PDSO during the Recertification process must be accomplished by contacting the SEVIS Help Desk at 1-800- 892-4829.
5.c	To expedite a DSO request submitted to the Updates Section, during the Recertification process, submit an Update Pending Statement to the Recertification Section (recert.sevis@dhs.gov or via fax at 877-268-5563).
6	SEVP strongly recommends that all newly appointed DSOs complete the free, web- based training at http://www.ice.gov/sevis/schools/new_schools/index.htm