



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 30.28: Appointment of Designated School Officials for the F-1 Student Immigration Program

DATE: August 31, 2011

PURPOSE: This Operating Policy and Procedure (OP) sets forth guidelines for the appointment of designated school officials (DSOs) of the F-1 student immigration program under federal regulations at 8 CFR 214.3(l) and appointment criteria on the *Record of Designated School Officials*, Homeland Security Form I-17A.

REVIEW: This OP will be reviewed in August of each year by the vice provost for international affairs with recommended revisions forwarded to the senior vice provost and the provost and senior vice president (PSVP).

POLICY/PROCEDURE

1. Definitions

- a. A “designated school official” (DSO) means a regularly employed member of the school administration whose office is located at the school and whose compensation does not come from commissions for recruitment of international students. An individual whose principal obligation to the school is to recruit international students for compensation may not be a DSO. A DSO must be a citizen or lawful permanent resident of the United States.
- b. The director of International Student and Scholar Services (ISSS) will serve as the principal designated school official (PDSO) for the Texas Tech University student immigration program.

2. Requesting Appointment of a DSO

A dean or other administrator must request the formal appointment of an individual as a DSO using the *Request for Appointment of a DSO* form (see attachment). The request will certify that the prospective DSO has a thorough knowledge of the regulations, policies, and procedures governing non-immigrant students in the United States including, but not limited to, rules at 8 CFR 214.1, 8 CFR 214.2(f), 8 CFR 248, 8 CFR 214.3 and 8 CFR 214.4. (The U.S. Department of Homeland Security may decide to confirm such knowledge during on-site program audits.) The PDSO can advise interested offices about training sources for obtaining expertise on the above rules and regulations. The form should be forwarded to the appropriate divisional vice president or the PSVP for signed approval.

After the appropriate divisional vice president or the PSVP grants approval, the *Request for Appointment of a DSO* form should be forwarded to the PDSO. The PDSO will affirm receipt and action by returning a copy of the signed form, and will retain the original for disposition.

3. **Appointment Process**

The PDSO registers DSOs under Department of Homeland Security (DHS) rules. Appointment of DSOs is confirmed by the chancellor. DHS must adjudicate and approve the appointment of a DSO before the DSO can undertake the duties.

[Attachment: Request for Appointment of a DSO](#)