

SEVP PORTAL & YOU

**A STUDENT OPTIONAL PRACTICAL
TRAINING REPORTING TOOL**

WHAT IS THE SEVP PORTAL?

On March 23, 2018, the Student and Exchange Visitor Program (SEVP) launch the SEVP Portal. The portal is a subsystem of the Student and Exchange Visitor Information System (SEVIS) that allows certain F-1 international students to report some information directly to SEVP to fulfill legal reporting requirements.

WHAT IS THE SEVP PORTAL?

The SEVP Portal and the Student Exchange Visitor Information System(SEVIS) are systems controlled by the U.S. Department of Homeland Security.



WHO IS THE SEVP PORTAL FOR?

The SEVP Portal can be used by the following groups:

- F-1 international students participating in post-completion optional practical training (OPT).
- F-1 international students participating in a science, technology, engineering and mathematics (STEM) OPT extension.
- It is **MANDATORY** that all FDU F-1 students on Post-Completion Optional Practical Training (OPT) or Science, Technology, Engineering and Mathematics (STEM) OPT update certain information within the Portal.

WHEN DO YOU USE THE SEVP PORTAL?

SEVP will email all students who are within their **Approved OPT** and **Approved STEM OPT** periods instructions on creating a portal account .

This email will come from:

do-not-reply.sevp@ice.dhs.gov

This email is NOT USCIS (the agency who processed our OPT/STEM OPT filing)



WHEN DO YOU USE THE SEVP PORTAL?

If your 12 Month Post OPT Application is Pending you will not receive the Portal email at this time.

You will receive the Portal Access email once your OPT is Approved AND the OPT begins.

HOW TO ACCESS THE PORTAL

- 1st Time Portal Access

Official website of the Department of Homeland Security

Homeland Security

STUDY in the STATES

[View Disclaimer](#)

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RELATED CONTENT: STUDENTS

- ▶ Getting Started
- ▶ Traveling to the United States
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- ▶ Student Benefits
- ▶ STEM OPT
- ▶ Status Changes
- ▶ K-12 Resources
- ▶ Outreach
- ▶ Tools

SEVP Portal: Create Portal Account Video

Watch the Create Portal Account Video to learn how students on post-completion optional practical training can create their account in the SEVP Portal.

SEVP | SEVP Portal Demonstration
STUDENT AND EXCHANGE VISITOR PROGRAM | Create Portal Account
June 2017

00:00 | 08:01

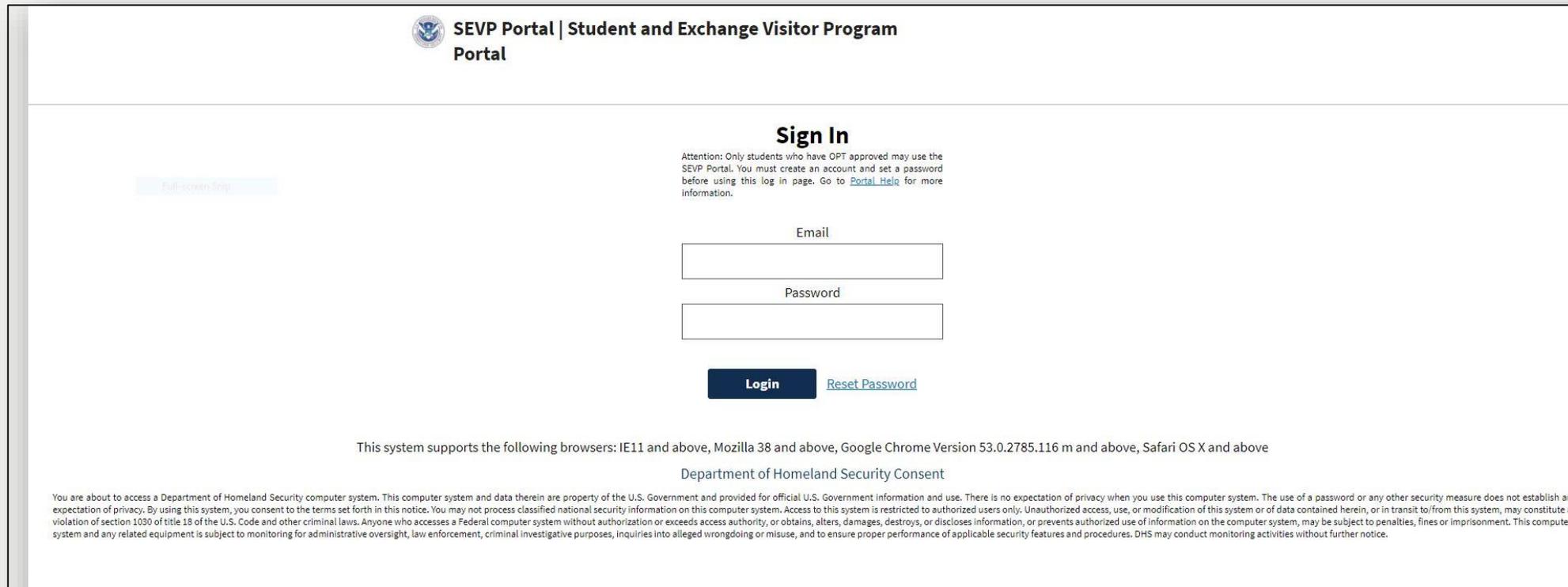
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HOW TO ACCESS THE PORTAL

Accessing the Portal after Initial Use

This link can also be found in the SEVP Portal User guide page 7

<https://sevp.ice.gov/opt>



The screenshot shows the SEVP Portal Sign In page. At the top left is the Department of Homeland Security logo and the text "SEVP Portal | Student and Exchange Visitor Program Portal". The main heading is "Sign In". Below the heading is a note: "Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information." There are two input fields: "Email" and "Password". Below the fields are two buttons: "Login" (a dark blue button) and "Reset Password" (a blue link). At the bottom, there is a browser support notice and a "Department of Homeland Security Consent" section with a small disclaimer.

Full-screen Snip

 **SEVP Portal | Student and Exchange Visitor Program**
Portal

Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

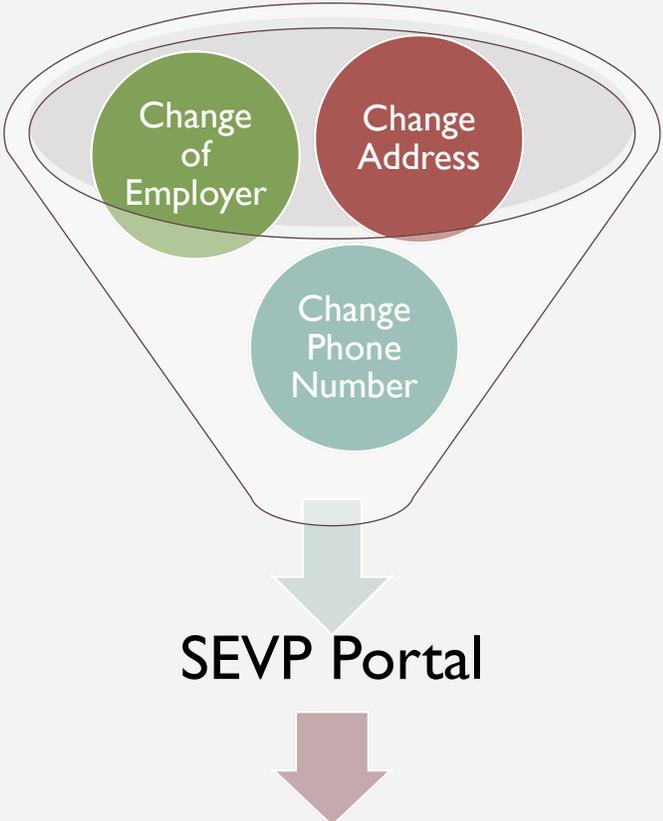
[Login](#) [Reset Password](#)

This system supports the following browsers: IE11 and above, Mozilla 38 and above, Google Chrome Version 53.0.2785.116 m and above, Safari OS X and above

Department of Homeland Security Consent

You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

MAINTAINING STATUS ON OPT



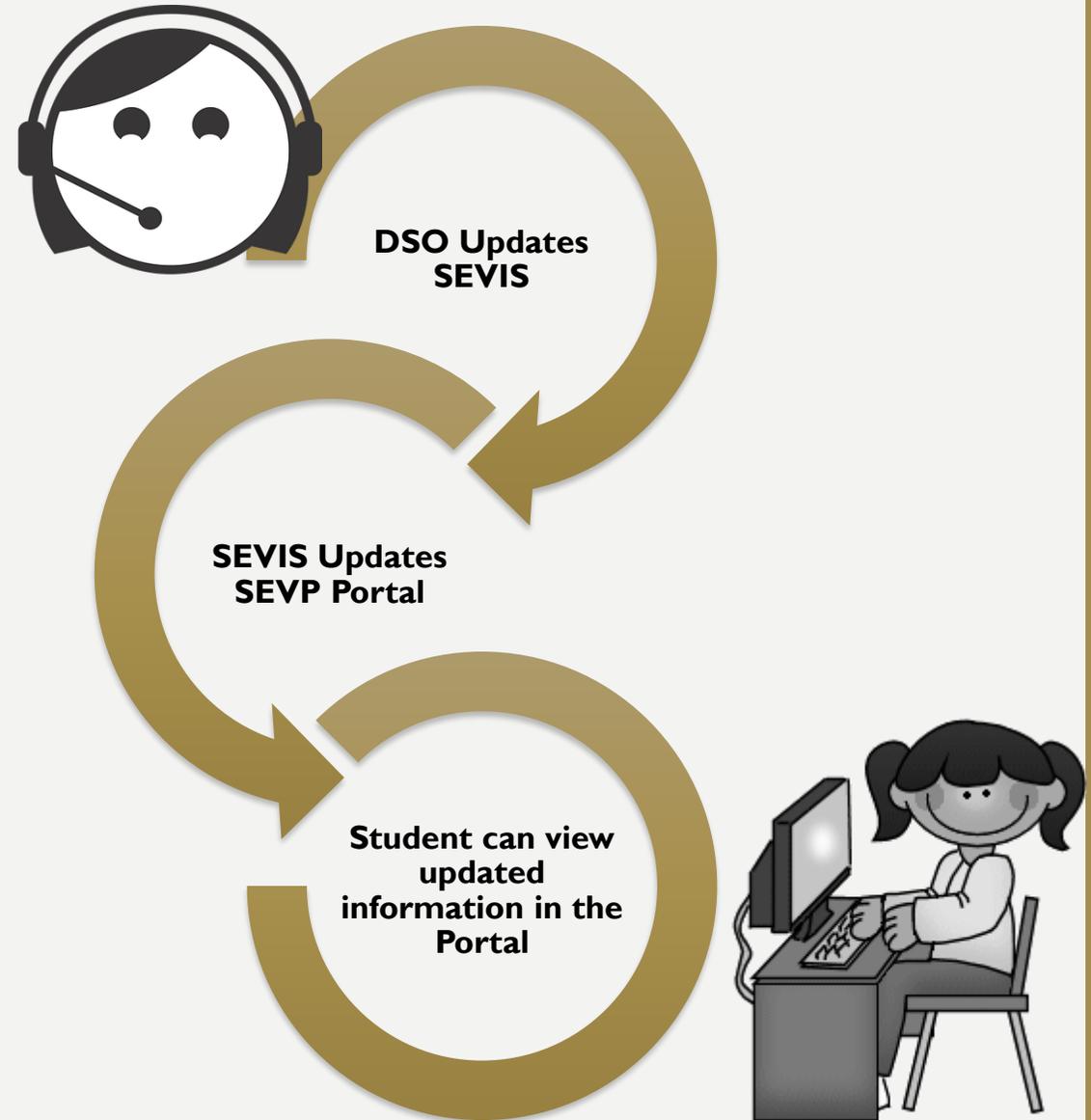
An official website of the U.S. government



SEVIS | Student & Exchange Visitor Information System | 1-800-892-4829
SEVIS Help Desk

HOW DOES THE PORTAL WORK WITH SEVIS?

- The Portal and SEVIS regularly share data. Data entered into the portal is sent immediately to SEVIS to update the student's record. However, information comes from SEVIS to the Portal once a day. Any updates to a student's record in SEVIS will appear in the SEVP Portal the next day.
- **SEVIS to Portal changes may take up to 24 Hours to appear**



MAINTAINING STATUS ON OPT

Students on standard **12 Month OPT** must make all address and employer updates in the SEVP Portal and should NO LONGER update ISS. Be sure to follow the below steps:

1. Create SEVP Portal account to check your address (where you physically live) and employer information
2. Enter the address where you physical live – not your mailing address. You must update the Portal within **10 days of any change of address.**
3. Any change of employment must be updated in the Portal within **10 days of the change** – This includes starting a job or ending a job.
4. Enter a statement of how your work is **directly related to your major of study.**
5. If you have multiple employers, you must enter each employer into the Portal.

MAINTAINING STATUS ON OPT

Students on the **24 Month OPT STEM Extension** must make address updates in the SEVP Portal. Any change of employer or substantive changes in your job must be submitted to ISS. Be sure to follow the below instructions:

1. Create SEVP Portal account to check your address (where you physically live) and employer information – You may only update your address and current employer information.
2. If changing employers, submit a [new form I-983](#) completed by you and your new employer to intlservices@fdu.edu
3. When ending employment, update your employer end date in the SEVP Portal and submit the [Final Evaluation](#) located at the bottom of [page 5 of the I-983](#) to intlservices@fdu.edu
4. The Final Evaluation must be completed by you and signed by your previous employer.
5. Once your information is updated with ISS you will be contacted to receive your [updated I-20](#) with new employer information.

MAINTAINING STATUS ON OPT

After updating your employer information in the Portal if you wish to receive a **new I-20** with the new employer information you must download the ISS Request Form at the link below and submit via email to intlservices@fdu.edu

Forms and Packets:

<http://view2.fdu.edu/international-students/forms-packets/>

TROUBLESHOOTING RESOURCES

- There may be times when updating information in the Portal you see an ERROR! Message displayed. SEVP has established an SEVP Portal User Guide to assist you.

Some common ERROR messages are:

- Invalid Addresses
- Incomplete Information
- Locked Portal Account

Error Messaging
The Portal uses different error messages and visual aids to help you enter data correctly. The Portal:

- Displays a red bar on the left margin and outlines the date fields in red while you type dates. This indicates the data is not yet complete.



Employment Start Date: Required
Enter the start date for your job with the company that hired you. This date cannot be before your OPT start date.
Month Day Year
10 | |
Please enter a complete date

- Outlines each date field in green, once the date is entered. This shows a successful entry of the dates.

March 19, 2018 12



U.S. Immigration and Customs Enforcement **SEVP Portal Student User Guide**

SEVP Portal | Student and Exchange Visitor Program Portal Uriah Heo | Portal Help | Logout

Profile Employment History Account Management

Error
Failed to Save Changes:
Invalid Employer Address for 726285 - 1. Please select from provided suggestions or try again.

Employment
726285: ACTIVE POSTCOMPLETION 6/15/2017 - 6/14/2018 (1 Employer)

U.S. Immigration and Customs Enforcement		SEVIS User Guide
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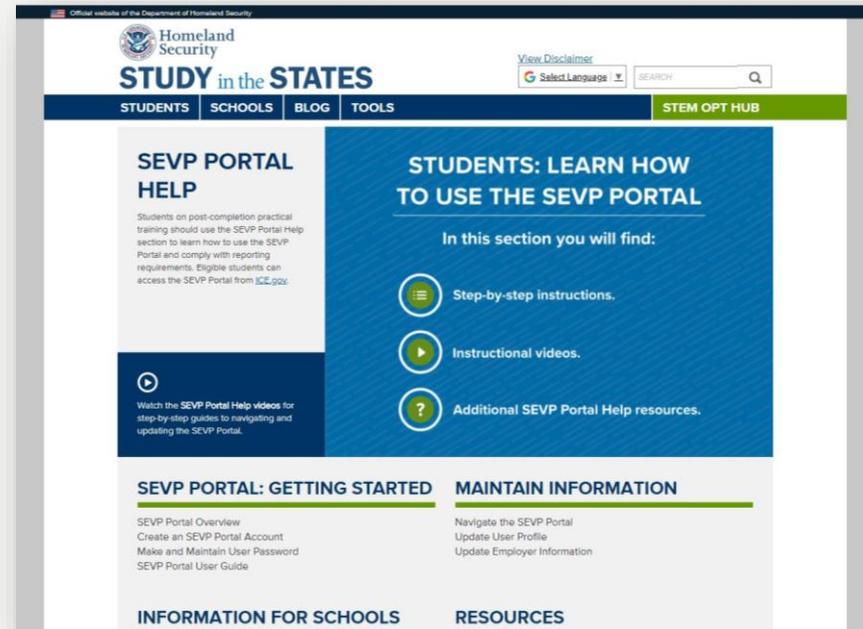
TROUBLESHOOTING RESOURCES

WHAT YOU CAN DO

- **Confirm the Address** you are entering by using U.S. Postal Service Address Validation site:
<https://tools.usps.com/go/zip-code-lookup.htm>
- **Change/Reset Your Password**
- **Visit the SEVP Portal Help** at <https://studyinthestates.dhs.gov/>
- **Contact ISS M,W,F from 2-5pm**

WHAT ISS CAN DO

- Change your Email Address
- Re-set your Portal Account
- Update/Change STEM Employer information.



TROUBLESHOOTING RESOURCES

ADDITIONAL RESOURCES

- Review the **SEVP Portal Overview Handout**
- Visit the **SEVP Portal Help** at <https://studyinthestates.dhs.gov/>
- View the **SEVP Portal User Guide**
- Watch the **Portal Tutorials**

<https://studyinthestates.dhs.gov/sevp-portal-videos>

