

# **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.



U.S. Immigration  
and Customs  
Enforcement

# 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 MTU 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](mailto:do-not-reply.sevp@ice.dhs.gov)

This email is NOT USCIS (the agency who processed our OPT/STEM OPT filing) **This email often goes to your spam folder. be sure to check your spam folder after the OPT is approved and your OPT start date arrives. The link to create the portal is only valid for 10-15 days. Do NOT wait to create the portal!!!!**

If you already created your portal on the 12 month opt you do not need to re-create the portal account as you transition to the 24 month STEM OPT. You can just dis-regard the email from SEVP.



# WHEN DO YOU USE THE SEVP PORTAL?

If your 12 Month Post OPT Application is Pending you will not receive the Portal email until its approved.

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



# HOW TO ACCESS THE PORTAL

- 1<sup>st</sup> Time Portal Access

The screenshot displays the official website of the Department of Homeland Security, specifically the 'STUDY in the STATES' section. The header includes the DHS logo, the text 'Homeland Security', and 'STUDY in the STATES'. Navigation links for 'STUDENTS', 'SCHOOLS', 'BLOG', and 'TOOLS' are present, along with a 'STEM OPT HUB' button. A search bar and a language selection dropdown are also visible. On the left, a 'RELATED CONTENT: STUDENTS' sidebar lists various topics. The main content area features a video titled 'SEVP Portal: Create Portal Account Video'. The video player shows a graduate and a family member, with a play button overlay. Below the video, there are social media sharing options.

Official website of the Department of Homeland Security

Homeland Security

**STUDY** in the **STATES**

[View Disclaimer](#)

Select Language |

**STUDENTS** | **SCHOOLS** | **BLOG** | **TOOLS** | **STEM OPT HUB**

**RELATED CONTENT: STUDENTS**

- ▶ Getting Started
- ▶ Traveling to the United States
- ▶ Studying in the United States
- ▶ 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**  
STUDENT AND EXCHANGE VISITOR PROGRAM

**SEVP Portal Demonstration**  
Create Portal Account  
June 2017

00:00 08:01

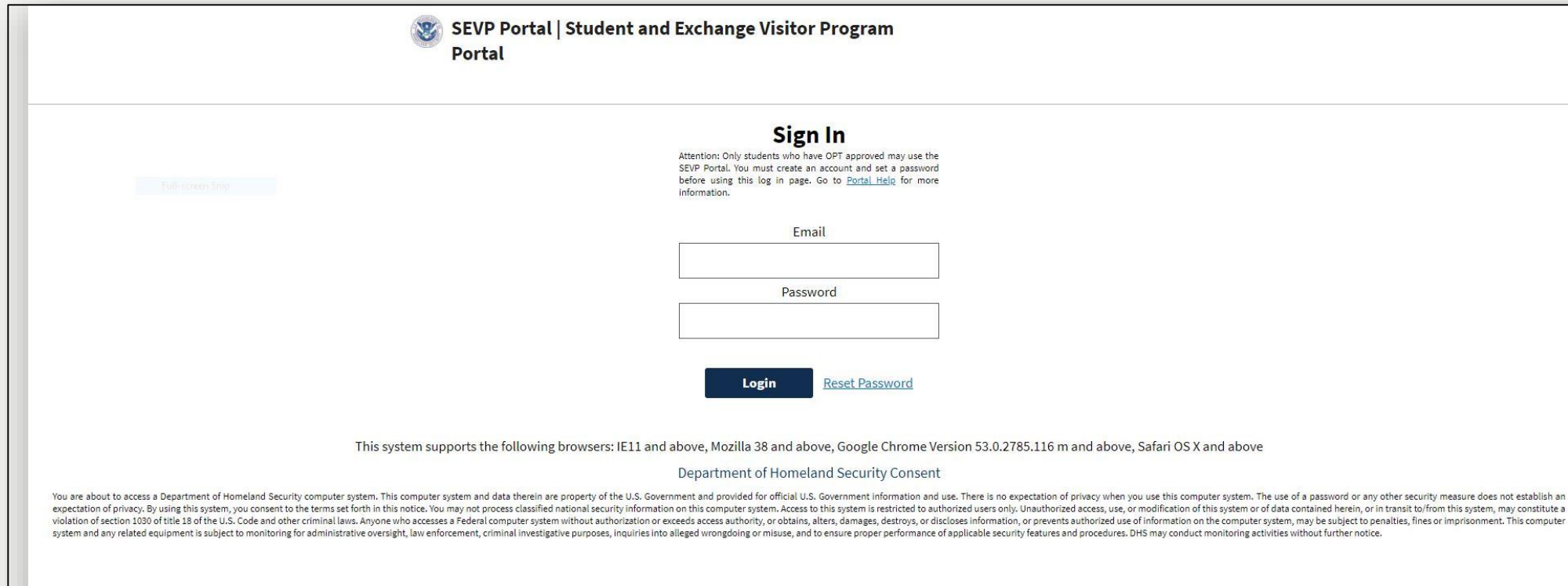
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# HOW TO ACCESS THE PORTAL

## 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 login interface. At the top, there is a header with the Department of Homeland Security seal and the text "SEVP Portal | Student and Exchange Visitor Program Portal". Below this, the "Sign In" section is centered. It includes a "Full-screen Sign" link on the left. The main sign-in area contains an "Email" input field, a "Password" input field, a "Login" button, and a "Reset Password" link. Below the login fields, there is a note about browser support: "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". At the bottom, there is a "Department of Homeland Security Consent" section with a detailed privacy notice.

**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.

Full-screen Sign

Email

Password

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

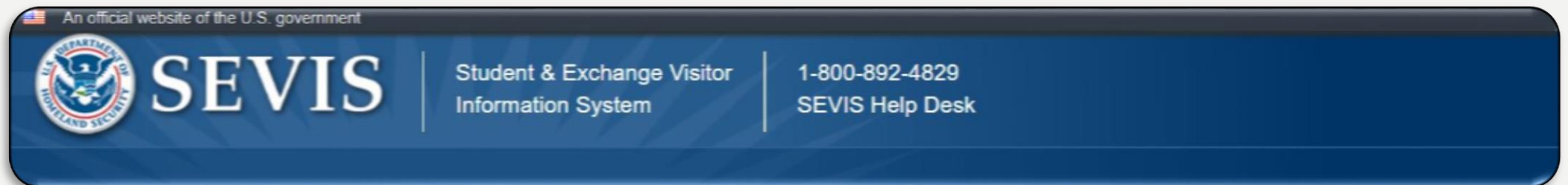
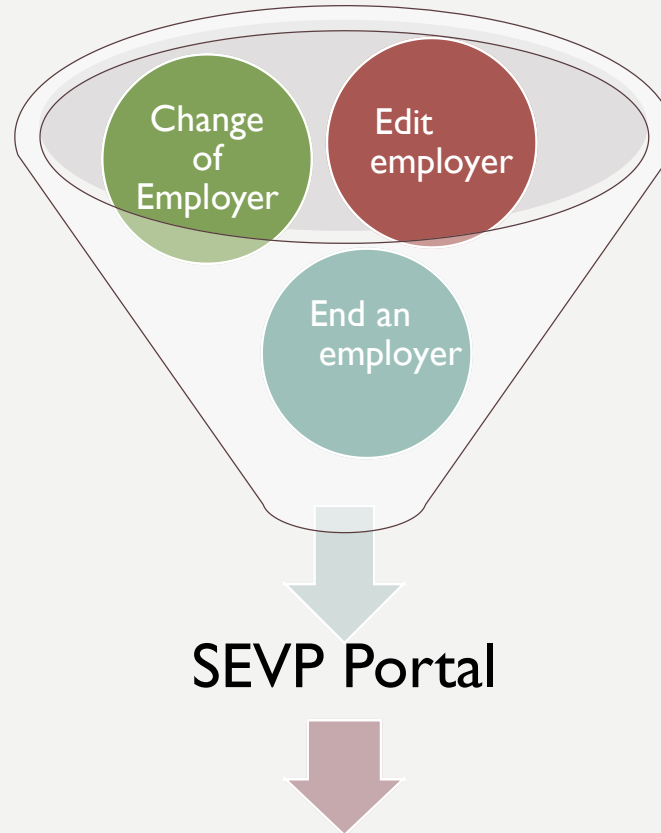
This system supports the following browsers: IE11 and above, Mozilla 38 and above, Google Chrome Version 53.0.2785.116 m and above, Safari OS X and above

**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.

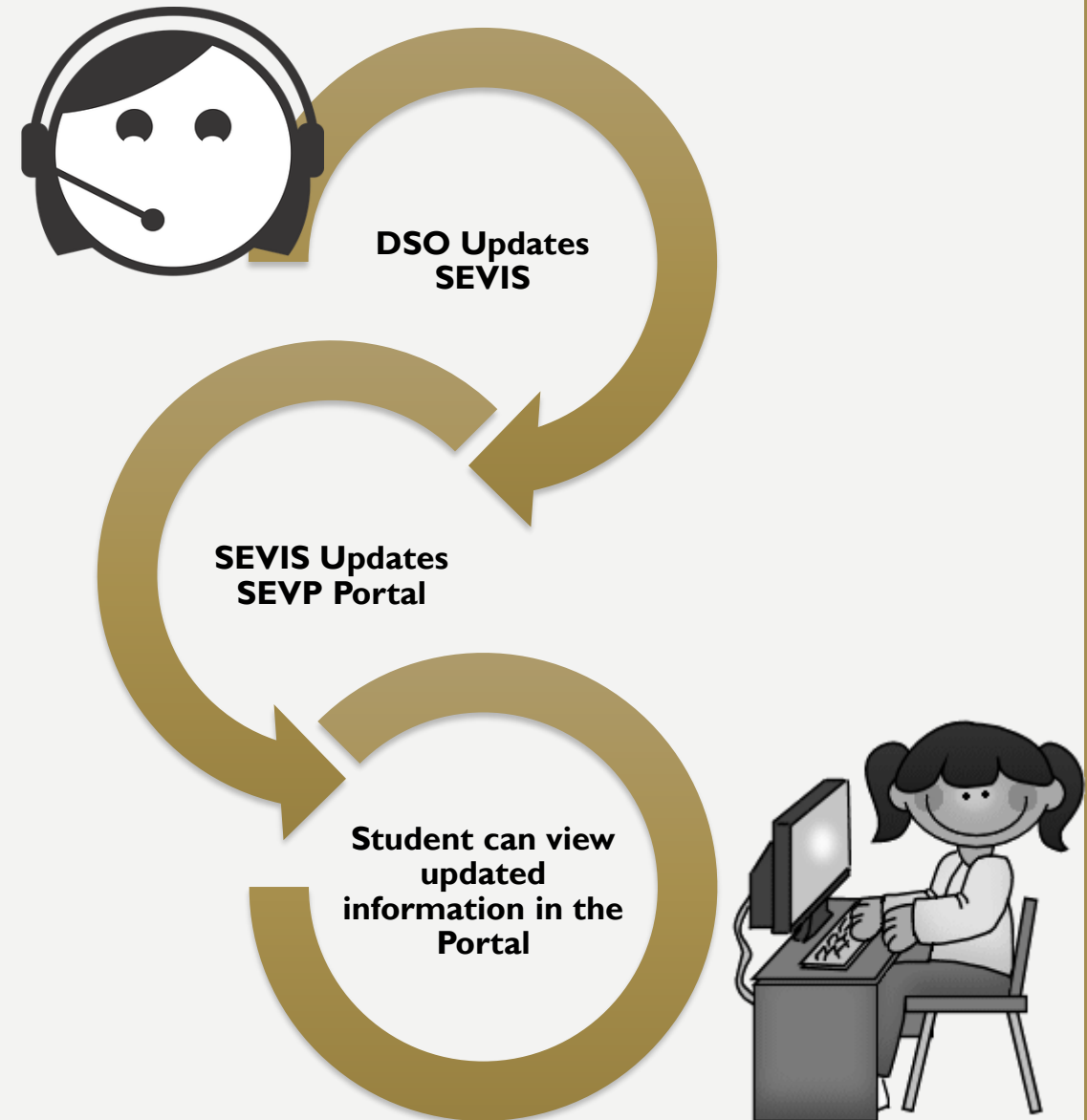


# MAINTAINING STATUS ON OPT



# 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

## 12 Month OPT

1. Create SEVP Portal account to check your address (where you physically live) and employer information
2. Students on standard 12 Month OPT once the OPT is approved and the OPT start date has arrived must first make all employer updates in the SEVP Portal and then submit the IPS employer google form.
3. Any change of employment must be updated in the Portal within **10 days of the change** – This includes starting a job, editing 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 and then submit the IPS employment Google form for each employer.
6. If you do not submit the IPS Google form IPS does not know you have an employer and can not validate the employment in SEVIS. On 12 month OPT it is always a two step process.

## MAINTAINING STATUS ON OPT 24-Month STEM OPT:

**Most employment updates while on the stem opt must be done by IPS due to the I-983 Form requirements.**

1. If changing employers, you must submit a [new form I-983](#) completed by you and your new employer along with your final I-983 for the previous employer make sure the last paragraph on the last page is filled and signed.
2. The Final Evaluation must be completed by you and signed by your previous employer.
3. Submit both forms to the IPS STEM OPT 24-Month employment Google form found on the IPS website.
4. Once processed by the IPS DSO you will receive the required updated new I-20.

[No new I-20](#) will be issued if you fail to comply with the steps above.

# MAINTAINING STATUS ON OPT

After updating employer information in the Portal to receive the necessary new OPT I-20 you must always submit the corresponding Google form found on the IPS website under OPT. There is a Google form for everything. The DSO must validate the employment in SEVIS however, if you do not submit the google forms the DSO has no idea you are working and your employment is not legal until validated by the DSO



# 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

U.S. Immigration and Customs Enforcement

**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	
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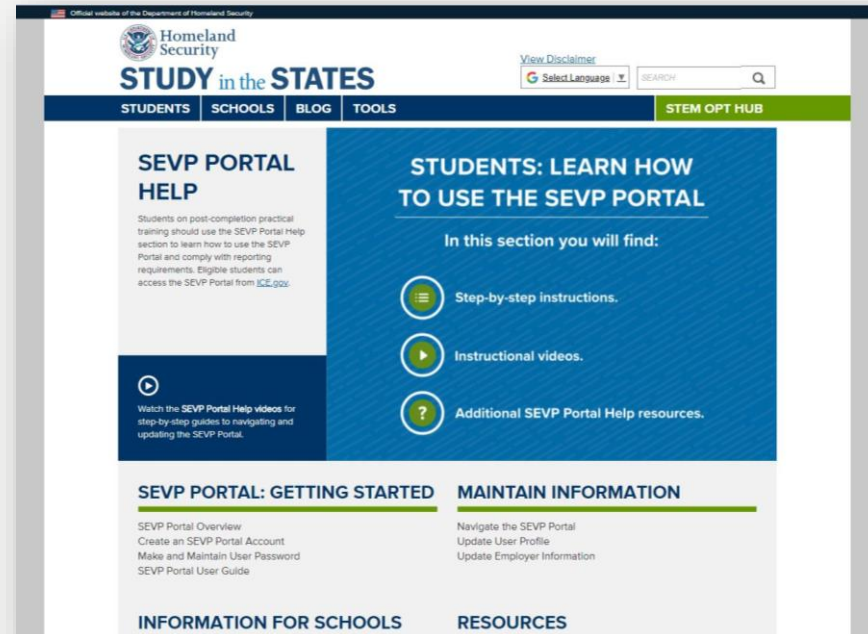
# TROUBLESHOOTING RESOURCES

## WHAT YOU CAN DO

- **Confirm the employer 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 IPS at [opt@mtu.edu](mailto:opt@mtu.edu)**

What IPS can do regarding the SEVP Portal-

- 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>

