U.S. Immigration and Customs Enforcement

SEVP Portal Student User Guide

Contents

SEVP Portal Account Overview

The Student and Exchange Visitor Program (SEVP) Portal is an important tool that lets international students on post-completion optional practical training (OPT) and science, technology, engineering, and mathematics (STEM) OPT meet their legal reporting requirements. In the SEVP Portal (Portal), students in F-1 or M-1 status can:

- Update their physical home address.
- Update their mailing addresses.
- Update their telephone numbers.
- Update employer information.
- Monitor their employment authorization.

The portal shares information with the Student and Exchange Visitor Information System (SEVIS) but does not give students direct access to SEVIS. The portal does not remove the need for a student to work with a designated school official (DSO) at the student's school.

Only students with approved post-completion OPT or STEM OPT can create Portal accounts. There are four basic steps for creating an account in the SEVP Portal.

Step	Player	Action
Step 1	SEVIS	When the status of an OPT request in SEVIS is "Approved" and the OPT is active, SEVIS sends to the SEVP Portal your following OPT-related data: - SEVIS ID - Email address - Name and Date of Birth - U.S. address and telephone - Information on your OPT authorization: - Employer information

Step	Player	Action
Step 2	Portal	Portal emails the student with instructions for creating their portal account: • Email contains a link the student must use to create the account. • Link is unique to the student. • Link is valid for 14 days, beginning with the day the email is sent.
Step 3	Student	• Clicks the link. • Creates a password.
Step 4	Portal	Establishes the account.

Create a Portal Account

To create your initial SEVP Portal account:

1. If your OPT has been approved and is active, check your email inbox for two email notices. One includes a link to the SEVP Portal registration pages and the other contains a temporary password. You can recognize the email by the sender and subject lines:

   • **Sender:** do-not-reply.SEVP@ice.dhs.gov

   Subject line: Optional Practical Training Approval – the next step. Create an SEVP Portal account

   > ❗ The only way to get to the portal registration pages is to use the link in the email.

   > ❗ If you do not receive your notification email:
   > • Check your spam or junk mail folder.
   > • Contact your DSO to confirm that the correct email address is in your SEVIS record.
   > • Contact your DSO who can submit a request in SEVIS to have the Create an Account email sent again.

   > ❗ Because the Portal must communicate with SEVIS to complete a Portal registration, if SEVIS is down you will not be able to create your SEVP Portal account. You must wait until SEVIS is back up to create your SEVP Portal account.

2. Click the link in the email. The initial *Register* page in the SEVP Portal registration process opens.

> **!** You can only use the link once. The link in the email is good for only 14 days. The day the email was sent counts as the first day the link is valid.If you are unable to start the registration process, ask your DSO to have the notice sent again.

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SEVP Portal | Student and Exchange Visitor Program Portal

Register

SEVIS ID

[   ]

Submit

3. Enter your SEVIS ID. You can find your SEVIS ID in the top left corner of your Form I-20, below the words "Department of Homeland Security." (Refer to the sample Form I-20.)

> 🚫
> - Be careful. If you enter your SEVIS ID wrong three times, you will be locked out.
> - On the third incorrect entry, you will receive the error message: "Your account is locked, please contact your DSO."
> - The link in your registration email is disabled and no longer useable. Contact your DSO to reset your SEVP Portal account in SEVIS.

4. Click **Submit**. The next *Register* page opens to create your password.

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Register

Info

- Passwords must be a minimum of 12 characters in length.

- Passwords must be updated every 90 days.

- Users may not re-use the previous eight passwords.

- Passwords must contain at least one alpha, one numeric and one ([`~!@#$%^&*()-_+=,.;?:'/{}<>|]) character.

- Passwords may not be the same as, or contain, the SEVIS ID.

- Passwords are case sensitive.

Welcome ▓▓▓▓▓▓

s▓▓▓▓▓▓▓@▓▓▓il.com

Password

[   ]

Confirm Password

[   ]

[Create Account]

The page displays your name and email address. The portal does not give you access to SEVIS itself.

5. Enter a password.

> ❗ The password must meet the criteria on the page.

6. Confirm the password.

7. Click **Create Account**. The portal opens the *Login* page and displays a success message.

The portal will send you an email to confirm you successfully created your account.

> **Best Practice:** Bookmark the links in the email for future use:
> - *SEVP Portal Login* page
> - *SEVP Portal Help* pages on the Study in the States website

Emails from the SEVP Portal

The SEVP Portal will only send emails related to your portal account. The sender of the email is do-not-reply.SEVP@ice.dhs.gov. The following is a list of emails the portal sends to students:

- When you create a portal account (two emails).
- When confirming your recently created account.
- When your portal password was changed.
- When your account is locked.
- When you request a password reset, and a temporary password is sent to you.
- When your email address changes in SEVIS (two emails).
- When your STEM OPT evaluation reporting dates require you to take action.
- When your OPT authorization ends, and you are notified that your account will be closed.

Access to the portal is free. You should not get any emails from the portal asking you for money. The *SEVP Portal Email Notices to Students* article on the SEVIS Help Hub has the text for every email the portal sends to students.

System Security

You must keep your SEVP Portal account secure. Do not share your password. If you believe someone has learned your password or used your account, change your password. Report this to SEVP at 1-800-892-4829.

Using the SEVP Portal

To use the SEVP Portal, you need to know how to:

- Log in
- Log out
- Access Portal pages
- Use Portal features
- Unlock a locked account
- Get help
- Reset your password

> You also need to know how idle time affects your account.

Log In to the SEVP Portal

To log in to the SEVP Portal:

1. Go to the *SEVP Portal Login* page.

2. Enter your:

   - Email address
   - Password

3. Click **Log In**. The *Attestation* page opens.

4. Click **Cancel** or **Continue:**

   - **Cancel**: Returns to the *Portal Login* page.

- **Continue:** Opens the *Privacy Statement* page.

Privacy Statement

Authority: U.S. Immigration and Customs Enforcement (ICE) is authorized to collect information by Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996 (codified at 8 U.S.C. 1372), Public Law 104-208; Public Law 107-56, U.S.A. PATRIOT Act; 8 U.S.C. 1372; Homeland Security Presidential Directive-2 (HSPD 2, Combating Terrorism Through Immigration Policies), as amended by HSPD-5, Management of Domestic Incidents, Compilation of HSPDs); 8 CFR 214.2(f)(10)-(12) and 8 CFR 274a.12(b)(6)(iv).

Purpose: Your information collected through the ICE Student and Exchange Visitor Program (SEVP) is used to assist with the administration of practical training. The designated school officials (DSO) may use your information to review and manage practical training opportunities for you.

Agency Disclosure of Information: Your information may be shared internally within the U.S. Department of Homeland Security (DHS), as well as with federal, state, local, tribal, territorial, and foreign law enforcement; other government agencies; and other parties for audit, enrollment, enforcement, investigatory, litigation, or other purposes.

If you become a United States Citizen or Lawful Permanent Resident, your information may be shared internally within the DHS, as well as with federal, state, local, tribal, territorial, and foreign law enforcement; other government agencies; and other parties for audit, enforcement, investigatory, litigation, or other purposes. This disclosure is in accordance with the Privacy Act of 1974, 5 U.S.C. § 552a(b), including pursuant to the routine uses published in the DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records, which can be viewed at https://www.dhs.gov/topic/privacy

Providing Information to DHS: The information you provide is voluntary. However, failure to provide the information requested may delay or interfere with the approval or maintenance of your practical training. Failure to provide your information could also limit or terminate your practical training opportunity.

CONTINUE **CANCEL**

---

5. Click **Cancel** or **Continue** on the *Privacy* page:

- **Cancel:** Returns to the *Portal Login* page.
- **Continue:** Enters *Profile* page in the Portal.

Log Out of the SEVP Portal

To log out of the portal, click the **Logout** link in the upper right-hand corner of the header.

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SEVP Portal | Student and Exchange Visitor Program Portal

Gregor Samsa | Portal Help | Logout

Profile   Employment   History   Account Management

Access Portal Pages

The SEVP Portal has four pages:

- **Profile:** Use this page to view or update your contact information.
- **Employment:** Use this page to update your employment information.

- **History:** Use this page to see what has happened to your record.

- **Account Management:** Use this page to change your password.
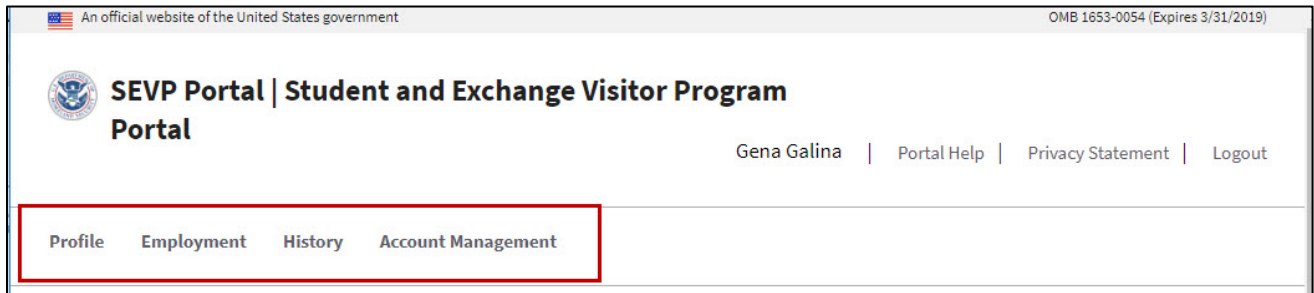
Click on the appropriate link to access the information you want to view or edit.

Portal Features

The portal has some features that you will use:

Expand/Collapse Sections

The portal has several sections that you can expand to view more information or collapse to hide the information. There are two ways to expand and collapse data on the page.
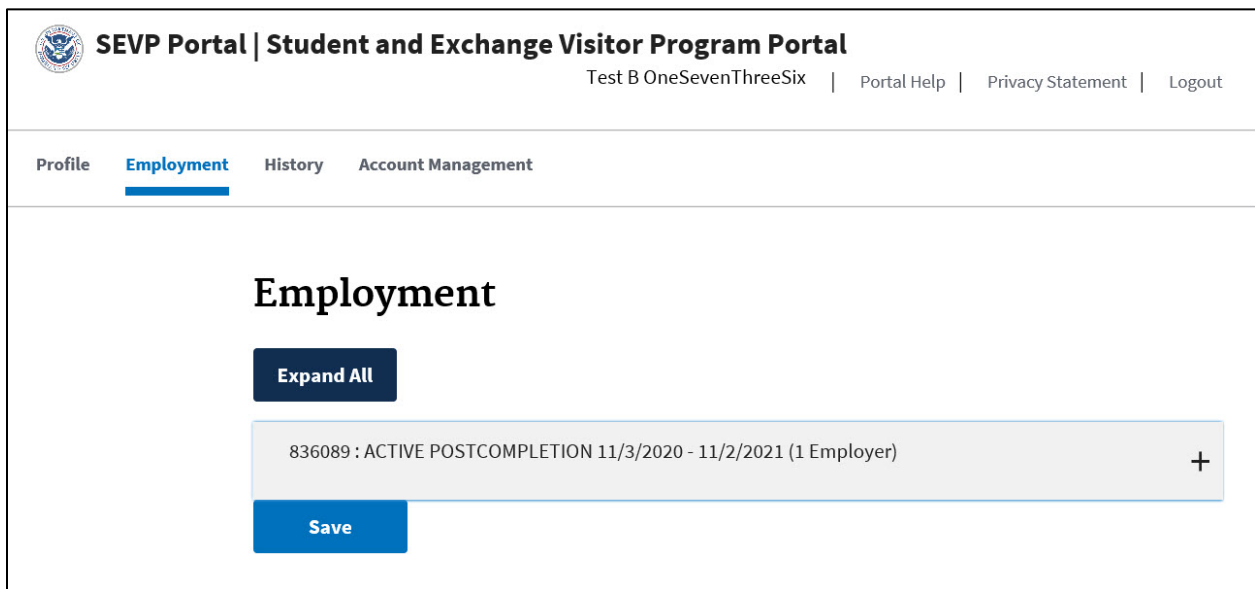
To expand a section, chose either to click:

- **Plus (+)** sign: Expands the one section.
  - Click in the shaded area.
  - Portal will display the hidden fields.
- **Expand All** button: Expands all sections on that page.
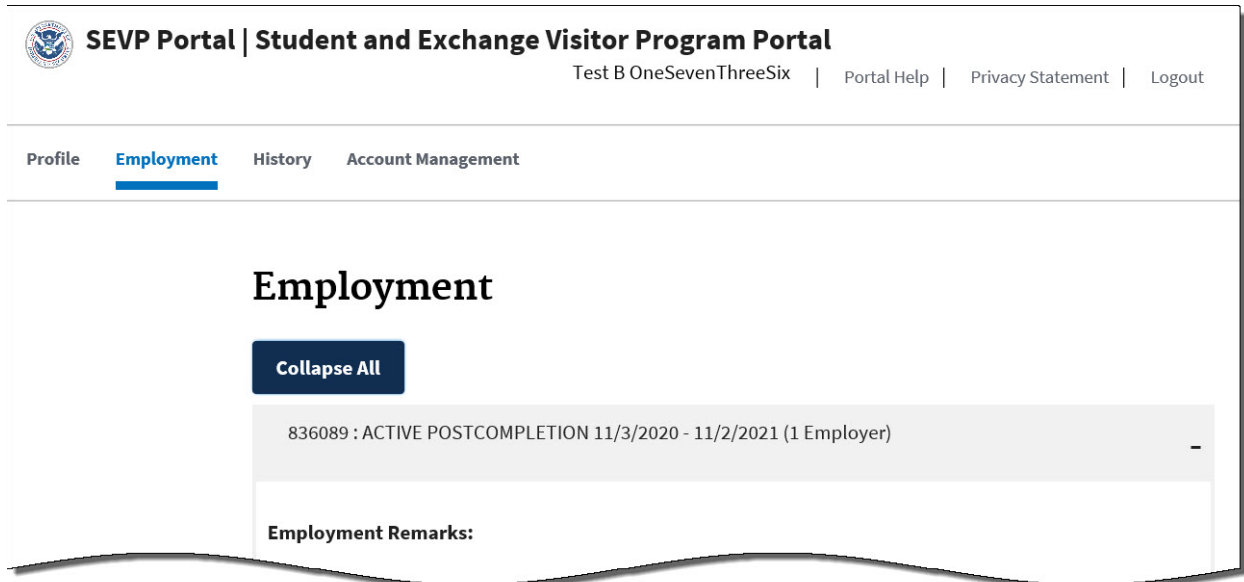
To collapse a section, chose either to click:

- **Minus (-)** sign: Collapses the one section.
  - o Click in the shaded area.
  - o Portal will hide the one section.
- **Collapse All** button: Collapses all sections on that page.

Action Buttons

The colors of the action buttons in the portal tell you whether you can take action:

- **Blue background with white text:** Active buttons that you can use.
- **Gray background with black text:** Buttons you cannot use.
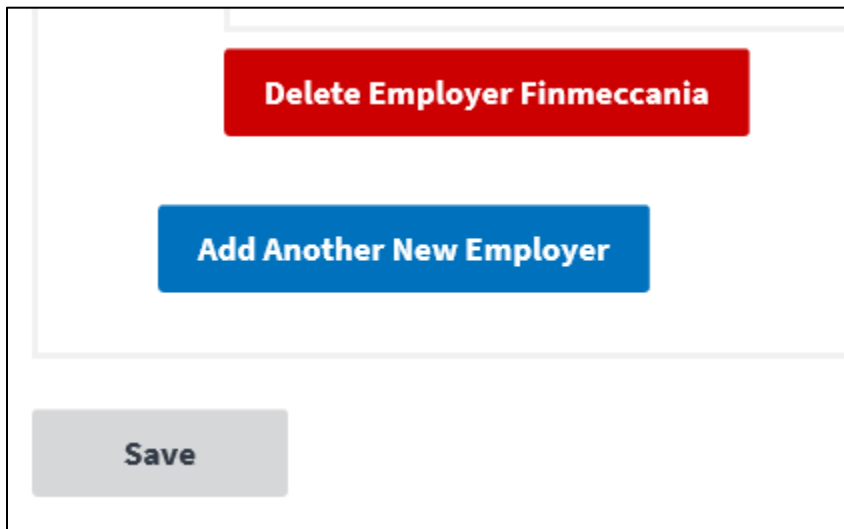
> Once you enter all required data in the proper format, the portal will change the color of the action button to allow you to take the action.

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.

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	15	2016

- Displays error messages at the top of the page, when incorrect or incomplete information is submitted.

- Displays success messages at the top of the screen to reflect a successful submission.

Text Fields

The portal text fields have a Characters Remaining countdown indicator, starting at 1000 characters.

Employment En...
If your job offer has an end date, enter this date. Leave this field blank if you do not know when your job will end.

Month   Day   Year

11   2   2021

Relation to Field of Study: *Required*
Explain how this job relates to the degree that qualified you for this OPT.

Job relates...

Characters remaining: 986

Idle Time

After 20 minutes of inactivity, the portal asks you to confirm that you want to stay logged in.

Message from webpage

You have been Idle for 20 minutes, Would you still like to stay on the page?

OK   Cancel
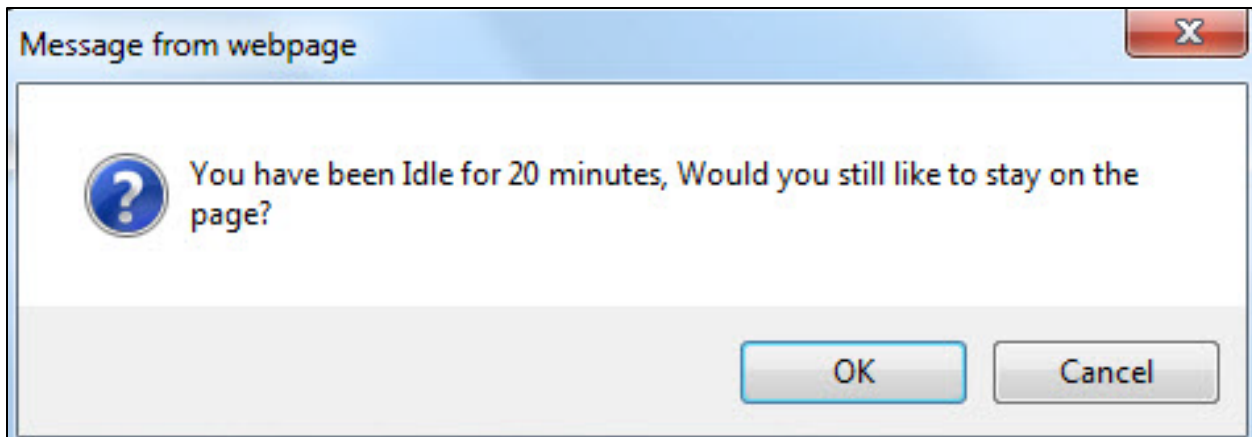
- Click **OK** to remain logged in.
- If too much time has passed, the Portal will log you out.

Locked Account

The portal will lock your account after three failed attempts to log in to the SEVP Portal.

If you get locked out of your portal account, click **Reset Password** link on the *SEVP Portal Login* page.

> See Reset Password section below for details on resetting your password.

If you are still unable to unlock your account after trying the reset password option:

- Contact your DSO to request assistance in unlocking your portal account.
- DSO can log into SEVIS to submit a request to unlock your portal account.
- SEVP Portal sends you an email with a link that will unlock your account. To identify the email to unlock your portal account, notice the Sender and Subject lines:
  - o **Sender:** do-not-reply.SEVP@ice.dhs.gov
  - o **Subject line:** Account reset
- Click the link in the email.

> This link is unique. You can only use it once.

- Enter your SEVIS ID.
- Create a new password.

Reset Password

If you cannot remember your password, or you are locked out of the SEVP Portal after three failed log in attempts:

1. Go to the *SEVP Portal Login* page.

2. Click **Reset Password**. A SEVP Portal credential page opens with an **Update Password** button.

3. Enter your **Email Address**.

4. Enter your **SEVIS ID**.

5. Click **Update Password**. The SEVP Portal sends you an email with a TEMPORARY password to log into the portal. You will be asked to create a new password.

a. Log in to your email account.

From: <do-not-reply.SEVP@ice.dhs.gov>
Date: Mon, Apr 19, 2021 at 10:35 AM
Subject: OPT Temporary Password Credential
To: <████████████@gmail.com>

Hello Minerva Minuette, you have requested to reset your password. Please use the following TEMPORARY PASSWORD to login and reset your password:

TEMPORARY PASSWORD: T9mY3qP$fCdN

To finish resetting your password, go to the SEVP Portal Login page:

- **Email field**: Enter your email address.
- **Password field**: Enter the above TEMPORARY PASSWORD to sign into your account. The SEVP Portal Update Password page opens.

To complete the password reset process, enter your SEVIS ID and a newly created password in the SEVP Portal Update Password page.

b. Open your SEVP Portal email with Subject line **OPT Temporary Password Credential** for your TEMPORARY password.

6. Return to the *SEVP Portal Login* page.

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Announcements   **X**

PROIN GRAVIDA

(posting date 2021-03-30)

Proin gravida *vel sapien ut suscipit*. Pellentesque sed facilisis lectus, id ullamcorper felis. Etiam fermentum, magna eu euismod aliquet, **odio sem placerat libero**, eu placerat ipsum lectus in sapien:

- Nullam elementum quis nibh non varius.
  - Mauris nec justo id dui gravida convallis.
  - Curabitur justo turpis, mollis a metus non,

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

For instructions on how to reset your password, go to the SEVP Portal – Student Guide and the Portal Help page on Study in the States.

Department of Homeland Security Consent

You are accessing a U.S. Government information system provided for authorized use only. By accessing this information system you agree to be bound by the following:

- Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties under Title 18 United States Code 1030(a)(3) for unauthorized access to a government computer system or Title 18 United States Code 1001 providing false statements, or engaging in acts of concealment.

- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting, stored on, originated from or directed to this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on, originating from or directed to or from this information system.
  - The government may disclose or use any communications or data transiting, stored on, originating from or directed to or from this information system for any lawful government purpose.
  - You are NOT authorized to process classified information on this information system.

7. Enter:

- Your email address.
- TEMPORARY password.

8. Click **Log In**. The *SEVP Portal Update Password* page opens.

Success

Password Requirements
- Passwords must be a minimum of 12 characters in length.
- Passwords must be updated every 90 days.
- Users may not re-use the previous eight passwords.
- Passwords must contain at least one alpha, one numeric and one ([`~!@#$%^&*()-_+=,.;?:'/{}<>|]) character.
- Passwords may not be the same as, or contain, the SEVIS ID.
- Passwords are case sensitive.

Email
[   ]@gmail.com

SEVIS ID
N0005487435

Current Password
[   ]

Password
[   ]

Confirm Password
[   ]

Update Password

For instructions on how to reset your password, go to the SEVP Portal – Student Guide and the Portal Help page on Study in the States.

9. Enter your:

- **Email**: Your email address, if not already entered.
- **SEVIS ID**.
- **Current Password:** TEMPORARY password received in the Update Password email.
- **Password:** A new password.
- **Confirm Password:** Your newly created password.

> ❗ The password must meet the criteria listed on the *Make and Maintain a User Password* page.

10. Click **Update Password**. The *SEVP Portal Login* page opens with a successfully updated password message; and with your email address and newly created password entered in the Email and Password fields.

Sign In

✓ **Success**

You have successfully updated your password

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

[blurred]@gmail.com

Password

••••••••••••••

Login   Reset Password

For instructions on how to reset your password, go to the SEVP Portal – Student Guide and the Portal Help page on Study in the States.

Getting Help

The SEVP Portal Help pages of Study in the States provide many resources.

If you need help with your portal account, call the SEVP Response Center at 1-800-892-4829.

Information Sharing with SEVIS

SEVIS and the SEVP Portal regularly share data:

- Student-changed data is passed from the SEVP Portal to SEVIS immediately.
- DSO-changed data is passed from SEVIS to the SEVP Portal once an hour.

> ❗
> - Any updates of your information in SEVIS will appear in the SEVP Portal after the next data transfer, which should not be later than the next hour. If the SEVIS data transfer triggers a Portal email to you, it may take a little longer for you to receive the email.
> - When your OPT Start Date is reached, it might take a day for the account creation email to reach you, depending on what time of day the OPT approval comes into SEVIS from the U.S. Citizenship and Immigration Services (USCIS). Normally though, the approval for those students who filed as early as the regulations permit would have that approval sitting in the SEVIS record waiting for midnight on the student's approved OPT Start Date.

> ❗ Because the Portal must communicate with SEVIS, when SEVIS is down:
> - If you have an established Portal account, you can log in to the Portal and update your information. The Portal will hold your updated information until SEVIS is back up, at which time the Portal will transmit your updates to SEVIS.

- If you do not have an established Portal account, you cannot create a Portal account until SEVIS is back up.

Address Validation

The portal will validate addresses you enter. If the portal cannot verify an address, you will get an error message.

> - U.S. physical address (living) and mailing address information is not required for Border Commuter students. These fields must remain blank.
> - Employer address information is required for all F-1 students.

> U.S. Postal Service (USPS) Publication 28, Postal Address Standards describes the address standards used by the USPS, including:
> - List of state abbreviations (Appendix B)
> - List of street abbreviations (Appendix C)
> - Guidance on address standardization for state, county and local roads (Appendix F)
> - Standards for Puerto Rico and the U.S. Virgin Islands (Appendices I and J)

Address Does NOT Match

If the system does not recognize your address, you will get an error message at the top of the page telling that your changes failed to save.

Error

Failed to Save Changes:
Invalid Employer Address for 1234567 - 2

The portal does not give you any other information. Check your address.

- Be sure you entered your address correctly.
- If you left off a number, the portal might not recognize it.

If your address is correct and the portal still does not validate it, contact your DSO. Your DSO can enter the address in SEVIS. Students are not able to override the validation software.

Matched Address

If the portal recognizes the address but has a slightly different one in its own records, you will get an error message at the top of the page and some suggestions for how to fix the error.

SEVP Portal | Student and Exchange Visitor Program Portal

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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)   —

Employer Name: Required
Enter the legal name of the company that hired you.

> SEVP Applied Labs

Employer Address: Required

Address Suggestions:
○ 126 N Wayne St Apt 5 , Arlington, VA 22201
○ Re-enter Address manually:

Address:
Enter the address where you work. Enter the street address in the top line. Use Address 2 line for the name of the building, if it is normally part of the address. See https://studyinthestates.dhs.gov for more details.

> 126 North Wayne Street Apt. 5

Address 2:   *Optional*

> [   ]

City: **State:**

> Arlington   Virginia ▾

Zip Code:

> 22201

- SEVP Portal will suggest an address.
- Click a radio button to select an option:
    o Select an address to accept the suggested correction.
    o Select **Re-enter Address manually** to accept correct the address you entered. The portal will not allow students to override the address validation software. If you are unable to enter an address you know is correct, contact your DSO. The DSO can enter the address in SEVIS.

Best Practices:
- Tips for entering addresses:

> - o   Enter the street address in the first line.
> - o   Abbreviate the street.
> - o   Do not put periods after the abbreviations.
> - Examples:
>   - o   126 North Wayne Street should be entered as 126 N Wayne St
>   - o   Fort Washington Maryland becomes Ft Washington, MD

Update Your Profile Information

To update your profile information:

1. [Log in to the SEVP Portal](). After accepting the attestation, the portal opens to the *Edit Profile* page.

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Luc Montova | Portal Help | Logout

Profile   Employment   History   Account Management

Profile

Given Name:
Luc

Surname/Primary Name:
Montoya

Date of Birth:
6/1/1990

Physical Address: Required

Address:
Enter the address where you live in the United States. Enter the street address in the top line. Use Address 2 line for the name of a company, school, apartment building name, etc., if it is normally part of the address.

> 8909 Nancy Ln

Address 2:   *Optional*

City: **State:**

> Fort Washington   Maryland ▾

Zip Code:

> 20744

☐ Add Mailing Address

Phone Number:

U.S. Telephone:
Enter your U.S.-based telephone number, if you have one. Include the area code. Format: 1234567890

Country Code: **Foreign Telephone:**

Save

- The *Profile* page has four parts:
  o Read-only biographic information
  o Your physical address
  o Your mailing address
  o Your telephone number
- Page displays the data that is in SEVIS.

> Students can change their contact information up to 15 days after the end date of their optional practical training (OPT).

Biographic Information

The Portal displays your name and date of birth, as they are in SEVIS. You cannot edit these fields. Contact your DSO if:

- Your name or your date of birth is incorrect.
- You legally changed your name.

Physical Address

The Physical Address section displays the address where you live. This information reflects what is in SEVIS.

2. Edit this information, if needed:

   - **Address:** Enter the street address where you live. This is the house number and street name.
   - **Address 2:** Enter the apartment building name; name of your school, if you live on a campus; etc.
   - **City:** Enter the name of the city where you live.
   - **State:** Enter the state in which you live.
   - **Zip Code:** Enter the zip code for your home address.

3. Click the **Add Mailing Address** checkbox, if you want to add a mailing address that is different from your physical address.

4. Click the **P.O. Box** checkbox, if your mailing address is a post office (P.O.) box.

> - U.S physical and mailing address information is not required for Border Commuters.
> - The fields on the Portal *Profile* page cannot be updated without entering a valid **U.S. Physical Address**. Therefore, if you are a Border Commuter student who needs to update a phone number or a U.S. mailing address, your DSO must enter it directly in your SEVIS record for you. You cannot do it in your Portal account.
> - U.S. physical address and mailing address fields on your Portal *Profile* page will remain blank even if there's a U.S. mailing address in your SEVIS record.

Mailing Address

This section displays any mailing address already in SEVIS. To add or edit mailing address information:

5. Click **Add Mailing Address**. The Mailing Address subsection opens.

- Click **P.O. Box** checkbox, if your mail goes to a post office box.

- Click **Same as Physical Address** checkbox, if your mailing address and your physical address are the same. The portal will populate the address fields.

6. If your mailing address is not your physical address, enter:

- **Address:** Enter the first line of the address where you receive mail. This can be a post office box.

- **Address 2:** Enter the second line of the address where you receive mail.

- **City:** Enter the name of the city where you receive your mail.

- **State:** Enter the state in which you receive your mail.

- **Zip Code:** Enter the zip code for your mailing address.

Phone Number

> - The Border Commuter cannot update their U.S. phone number, as the portal requires a U.S. physical address, and the Border Commuter does not have a U.S. physical address.
> - U.S. or foreign phone numbers entered into your SEVIS record by your DSO will eventually appear on your Portal *Profile* page.

This section displays any telephone numbers already in SEVIS. You can add or edit this information:

- U.S. telephone number.
- Foreign telephone number:
  - o Country code
  - o Telephone

7. Click **Save** to save your *Edit Profile* page changes.

Change Your Email Address

You cannot change your email address in the portal. Give your new email address to your DSO. Your DSO can enter it in SEVIS. The new email address will be sent to the portal. The portal will send you an [email](#) with a temporary password.

> Contact your DSO, if you do not receive this email. Your DSO can log in to SEVIS to request that the email be sent to you again.
>
> **Sender:** do-not-reply.SEVP@ice.dhs.gov
>
> **Subject line:** Your email address has been changed in SEVIS.

1. Go to the *SEVP Portal Login* page.

2. Enter your new email address and the temporary password.

3. Click **Login**.

Manage Employment Information

To view or edit your employment information:

1. [Log in to the SEVP Portal](#).

2. Click the **Employment** tab. The portal opens the *Employment* page.

The default view of the page shows a list of all employment authorizations you can see in the portal. Each authorization shows the following elements: (Numbered items in table correspond to the numbers in above graphic.)

Item	Authorization Element
1	SEVIS-assigned identifier for the authorization
2	Type of OPT authorization
3	Dates of employment
4	Number of employers associated with that OPT authorization
5	Clickable icon to expand the listing to display more data fields: • Each authorization is displayed in a collapsed view. • Click the **plus (+) sign** to expand the view.

When an authorization is expanded, you can see:

- Read-only information about the authorization. This information comes from SEVIS and can only be changed in SEVIS.

- List of your employers.

- Action buttons that allow you to delete or save employer information.

The employer list displays critical information.

Item	Authorization Element
1	SEVIS-assigned identifier for the employer. This number has no meaning outside of SEVIS and the portal. This number is also used on the *History* page.
2	Name of the employer.
3	Dates of employment with the employer.
4	Error warning symbol. The portal displays a warning sign if required information is missing or does not follow business rules.

Item	Authorization Element
5	Clickable icon to expand the listing to display more data fields: • Each authorization is displayed in a collapsed view. • Click the **plus (+) sign** to expand the view.

> Students can change their employment information up to 15 days after the end date of their optional practical training (OPT).

Manage Employer Information While on Post-Completion OPT

Students authorized for post-completion OPT can add, edit, and delete employer information.

Relationship between Employment and Student's Major Area of Study

You are responsible for relating the training opportunity to your program of study. Before you add an employer in the SEVP Portal, be prepared to explain how your job relates to your program of study. Include:

- Job title
- Employer name
- Major area of study
- Whether full time or the average number of hours worked per week
- Description of regular job duties and how they directly relate to the degree that qualified you for OPT. For example:
  - Bachelor's degree in Electrical Engineering: I work full-time as an Electrical Engineer at ABC Corporation, a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC.
  - Master's degree in Music: I am working at a hospital playing the harp in patient rooms. I also conduct hands-on, harp beginner workshops for long-term patients. On average, I work at the hospital 35 hours a week. My duties directly utilize the skills and knowledge I acquired from my coursework and degree in music therapy.

> For more information, see SEVP Policy Guidance: Practical Training – Determining a Direct Relationship between Employment and a Student's Major Area of Study.

Add Employer While on Post-Completion OPT

To add an employer:

1. Go to the *Employment* page. Expand the authorization.

2. Click **Add Employer**. The *Add Employer* section displays the following employment information fields. Enter your employment information in the fields:

- **Self Employed:** Click this checkbox if you work for yourself. The portal will enter your name in the Employer name section.

- **Employer Name:**
  o Enter the name of the company that hired you.
  o This is a required field.

- **Employer Address:**
  o Enter the address where you work:

- **Address:** Enter the street address.
Example: 123 Main Street

- **Address 2:** Use this field to enter any other parts of the address.
Example: Barcroft Apartments

- **City:** Enter the city where you work.

- **State:** Enter the name of the state where you work.

- **Zip Code:** Enter the postal code where you work.

o This is a required field.

U.S. Postal Service (USPS) Publication 28, Postal Address Standards describes the address standards used by the USPS, including:

- List of state abbreviations (Appendix B)
- List of street abbreviations (Appendix C)
- Guidance on address standardization for state, county, and local roads (Appendix F)
- Standards for Puerto Rico and the U.S. Virgin Islands (Appendices I and J)

Job Title:
Enter the title of your job for the company that hired you.

Supervisor First Name:
Enter the first name of your boss at the company that hired you.

Supervisor Last Name:
Enter the last name of your boss at the company that hired you.

Supervisor Phone Number:
Enter the work telephone number for your boss. Format 1234567890

Supervisor Phone Number Ext:

Supervisor Email Address:
Enter the work email address for your boss.

- **Job Title:** Enter the title of your job at the company that hired you.

- **Supervisor First Name:** Enter the first name of your boss at the company that hired you.

- **Supervisor Last Name:** Enter the last name of your boss at the company that hired you.

- **Supervisor Phone Number:** Enter the work telephone number for your boss. Format 1234567890

- **Supervisor Phone Number Ext:** Enter the extension number for your boss' work telephone number, if any.

- **Supervisor Email Address:** Enter the work email address for your boss.

Full/Part-time: *Required

[dropdown field]

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

Please enter a complete date

Employment End Date:

If your job offer has an end date, enter this date. Leave this field blank if you do not know when your job will end.

Month	Day	Year

Relation to Field of Study: *Required

Explain how this job relates to the degree that qualified you for this OPT.

[text box]

Delete Employer

Add Another New Employer

Save

- **Full/Part-Time:**
  - Select either **Full Time** or **Part Time** from the drop-down list to indicate whether your position with the company that hired you is full-time or part-time.
  - This is a required field.
- **Employment Start Date:**
  - Enter the start date for your job with the company that hired you. This date cannot be:
    - Before the start date on your OPT authorization.
    - More than 10 days in the past.

> o   This is a required field.

- **Employment End Date:** Enter the date the job ends.
- **Relation to Field of Study:**
  - o   Explain how the job relates to the degree that qualified you for this period of OPT.
  - o   This is a required field.

> ℹ   The **Save** button activates only when you have entered data in *all* required fields.

3. Click **Save**, when all required fields are entered. The portal will display a *Success* message.
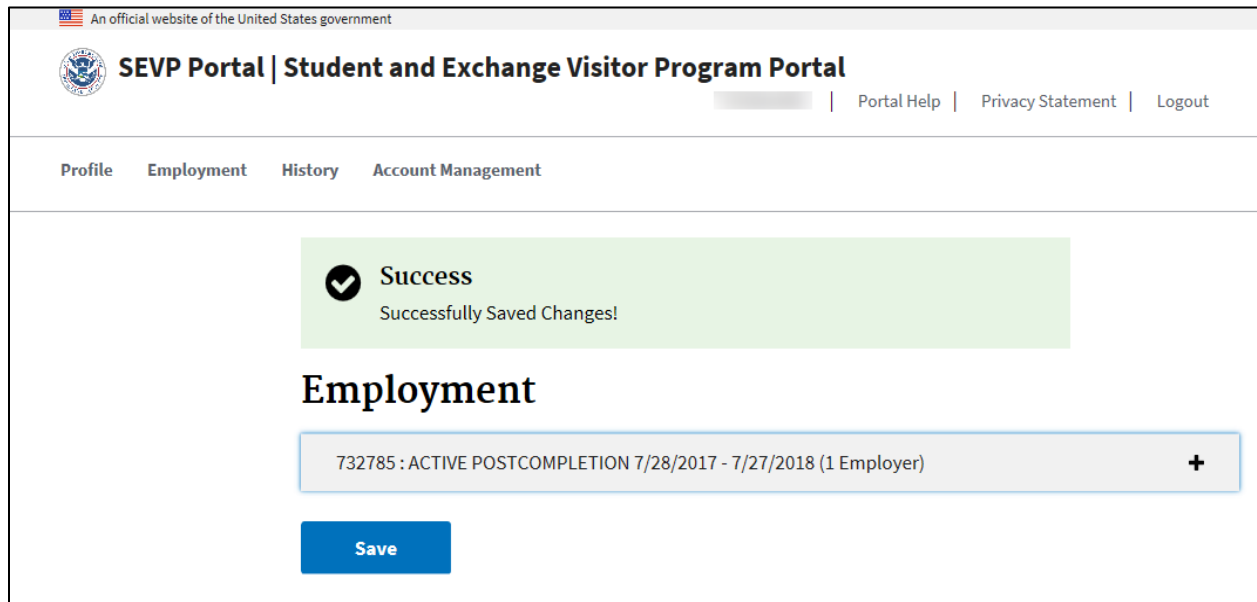
After saving, the employer is:

- Added to the employer count.
- Listed in the Employer section of the page.

> ℹ   You can enter more than one employer.

4. Click **Add Employer** to repeat the process of adding an employer.

Edit Employer while on Post-Completion OPT

You must edit the employer information, if any of the data in any existing fields change.

> 🚫 Never edit an employer's information if you are changing employers. If you leave one job to work for another employer, edit the end date of your existing employer. Add the new employer to your record.

To edit an employer:
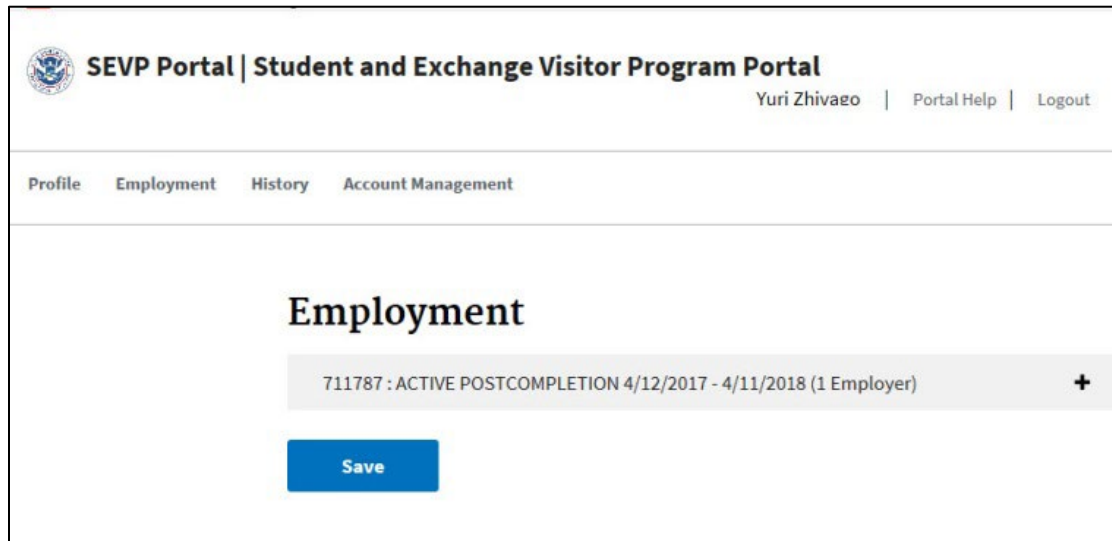
1. Click **Employment** tab. The *Employment* page opens.

2. Click the **plus (+) sign** next to the employment authorization you want to edit. The section expands to reveal:

    *   Read-only information about the authorization.
    *   List of employers.

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Profile   Employment   History   Account Management

Employment

732785 : ACTIVE POSTCOMPLETION 7/28/2017 - 7/27/2018 (1 Employer)   —

Employment Remarks:

Authorized Start Date:
7/28/2017
Authorized End Date:
7/27/2018
Full/Part-time:
FULLTIME
Authorization Type:
POSTCOMPLETION
Employers:

SEVIS Employer #:	Employer Name	Date	
Errors			
	SEVP Labs, Inc.	8/4/2017 - 2/5/2018	+

Delete Employer SEVP Labs, Inc.

Add Another New Employer

Save

3. Locate the employer you want to edit.

4. Click the **plus (+) sign** next to the employer name. The portal expands the entry to show all available data fields.

5. Edit the data that needs to be changed.

6. Click **Save**.

Delete Employer while on Post-Completion OPT

You can delete an employer, if you never worked for that employer. To delete an employer:

1. Click **Employment** tab. The *Employment* page opens.

2. Click the **plus (+) sign** next to the employment authorization listing. The portal reveals the employers linked to the authorization.

3. Click the **Delete Employer** button for the employer you want to delete. A confirmation message displays. The message will vary, depending on if the employer start date is in the future or not:

- If the employer start date is not in the future, you must confirm that you have never worked for the employer.

> **!** You must confirm this statement before you are allowed to delete the employer.
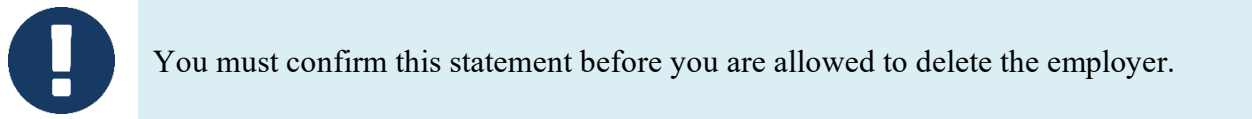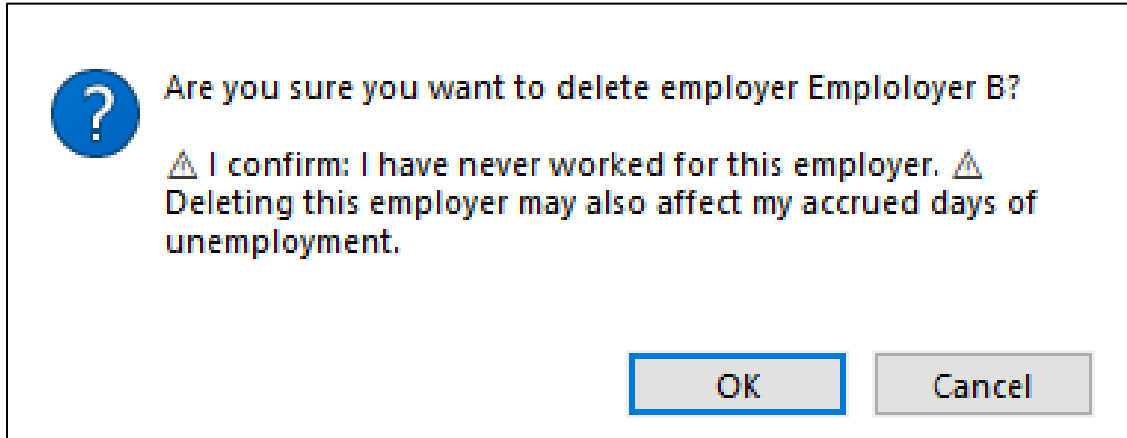
- If the employer start date is in the future, confirm you want to delete the employer.
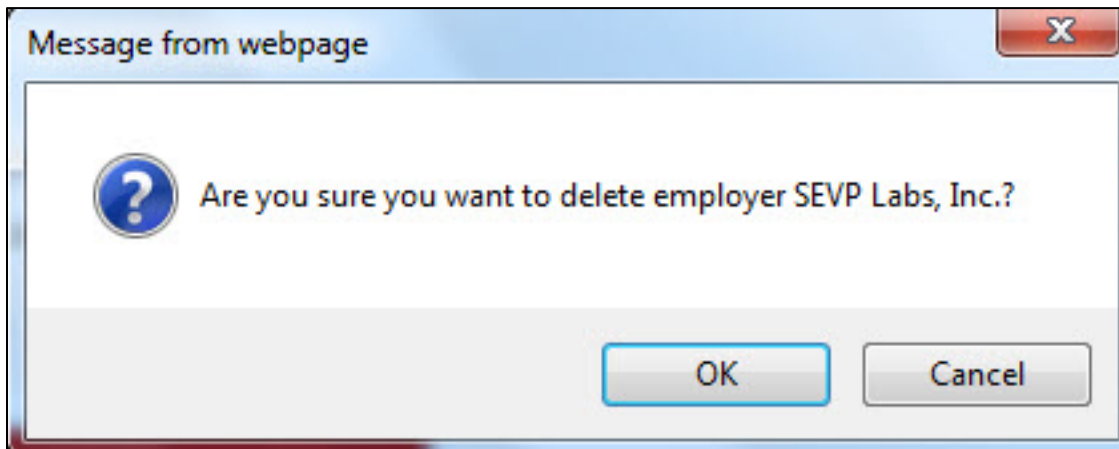
4. Click **OK** to delete the employer.

The portal deletes the employer right away. The employer is removed from the employer count and from the list.

Manage Employer Information While on STEM OPT

If you are on STEM OPT, you are not able to change as much employer information as you could when you were on post-completion OPT.

Add Employer While on STEM OPT

Students on STEM OPT cannot add any employers in the portal. To add an employer to your record, you must submit a completed Form I-983 to your DSO. Your DSO must enter the employer information in SEVIS. SEVIS will push the data to the portal.

Edit Employer while on STEM OPT

If you are on STEM OPT, you can only edit some of your employer's information. If you notice that any of the read-only fields need to be edited, you must work with your DSO to change the data through SEVIS.

The employer information must be edited, if any of the data in any existing fields change.

- Never edit an employer's information if you are changing employers.
- If you leave one job to work for another employer, edit the end date of your existing employer and add a new employer entry to your record.

To edit an employer:

1. Click **Employment** tab. The *Employment* page opens.

2. Click the **plus (+) sign** next to the employment authorization you want to edit. The section expands to reveal:

   - Read-only information about the authorization.

- List of employers.

3. Locate the employer you want to edit.

4. Click the **plus (+) sign** next to the employer name. The portal expands the entry to show all available data fields.

5. The portal displays the following read-only data elements for the employer:

   - **Employer Identification Number (EIN)**

   - **Employer Name**

   - **Employer Address**

   - **Full/Part-Time:** Employment indicator for your position

   - **Employment Start Date**

- **Employment End Date**

> When your employment ends, you must give your DSO your final evaluation on the Form I-983 within 10 days. If you leave the job earlier than the employment end date listed, ask your DSO to update SEVIS with your new end date. You must give your DSO the final evaluation within 10 days of your last day of employment. The [STEM OPT hub](#) has more information on your reporting requirements.

6. Edit the data that needs to be changed:

   - **Job Title:** Enter the title of your job at the company that hired you.

   - **Supervisor First Name:** Enter the first name of your boss at the company that hired you.

   - **Supervisor Last Name:** Enter the last name of your boss at the company that hired you.

   - **Supervisor Phone Number:** Enter the work telephone number for your boss.

   - **Supervisor Phone Number Ext:** Enter the extension number for your boss' work telephone number.

   - **Supervisor Email Address:** Enter the email address for your boss.

   - **Relation to Field of Study:** Explain how the job relates to the degree that qualified you for this period of OPT.

7. Click **Save**.

Delete Employer While on STEM OPT

You cannot delete an employer if you are on STEM OPT. If you did not work for an employer listed in the *Employment Information* page of the portal, contact your DSO. Your DSO can remove the employer through SEVIS. Employers should be deleted ONLY if you never worked for the employer.

STEM OPT Reporting Responsibilities

If you are on STEM OPT, you must work with your DSO to meet legal reporting requirements. The portal will display a *STEM Student Due Date Announcement* box above other portal pages. The box displays:

- Your reporting schedule, so you know when your reports and evaluations are due.

- Status of your reports and evaluations.

STEM Student Due Date Announcement   −

Hello, Gena Galina!

Your STEM OPT Reporting Deadlines
While on STEM OPT, you must give your designated school official (DSO):
1. Validation reports to confirm that your address and employer information in SEVIS is correct. These are due every six months.
2. Two Evaluations of Student Progress (page 5 of the Form I-983). These are due:
   a. 12 months after your STEM OPT starts and
   b. 24 months after your STEM OPT starts.
3. Evaluation of Student Progress (page 5 of the Form I-983) when you stop working for a STEM employer before your STEM OPT authorization ends. These are due within 10 days after you stop working for the employer.

Your reporting deadlines:

Date	What is Due?	Current Status
Jan 25 2019	Validation report for address and employer information	Submitted
Jul 25 2019	Validation report for address and employer information	Past Due
Jul 25 2019	Evaluation of Student Progress (page 5 of Form I-983)	Past Due
Jan 25 2020	Validation report for address and employer information	
Jul 25 2020	Validation report for address and employer information	
Jul 25 2020	Evaluation of Student Progress (page 5 of Form I-983)	

Missing these deadlines may affect the state of your SEVIS record.
For more information, go to the STEM OPT Hub (https://studyinthestates.dhs.gov/stem-opt-hub) pages on the Study in the States website.

You can change the display of the *STEM Student Due Date Announcement* box by:

- Dragging the notice to another position on the page, if it is in the way.

STEM Student Due Date Announcement   −

- Clicking the minus (-) in the upper right corner to minimize the box.

STEM Student Due Date Announcement   +

- Clicking the plus (+) in the upper right corner to expand the box.

View History

You can view a history of changes that have happened in your portal record and emails sent to the student. To view the history events, click **History**. The *History* page opens.

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History

Expand All

Date:	Source:	Description:	
05/17/2021 06:23:16	SEVIS	Employer (827934) - HireTheBest, Inc(edit)	+
05/14/2021 14:23:19	SEVIS	Employment Authorization: (838052)(edit)	+
05/14/2021 13:15:03	SEVIS	Employer (827934) - HireTheBest, Inc(new)	+
05/14/2021 11:35:24	Utterlie Unperturbed	Email Sent(email)	+

Change History

To view the history of a change that has happened in your record:

1. Click the **plus (+) sign** to the right of the history event you want to view. The change history event displays.

05/14/2021 14:23:19	SEVIS	Employment Authorization: (838052)(edit)	−

Edits

Change Type	Old	New
Authorized End Date (838052)	05/14/2022	05/14/2021

2. The event indicates:

- Which field(s) has changed.

- Old value for the field.

- New values for the field.

Email History

To view the email history:

1. Click **plus (+) sign** to the right of the email you want to view. The email history displays.

U.S. Immigration and Customs Enforcement

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Profile   Employment   History   Account Management

History

Expand All

Date:	Source:	Description:	
05/17/2021 06:23:16	SEVIS	Employer (827934) - HireTheBest, Inc(edit)	+
05/14/2021 14:23:19	SEVIS	Employment Authorization: (838052)(edit)	+
05/14/2021 13:15:03	SEVIS	Employer (827934) - HireTheBest, Inc(new)	−

New/Add

Change Type	New
New Employer (827934)	
Sevis Employer ID (827934)	827934
EIN (827934)	999999999
Employer Name (827934)	HireTheBest, Inc
Job Title (827934)	Tip Top Trainee
Full/Part-time (827934)	FULL TIME
Relation To Field (827934)	I can follow directions.
Employer Address (827934)	1001 W MAIN ST DURHAM NC 27701
Employment Start Date (827934)	06/01/2020

05/14/2021 11:35:24	Utterlie Unperturbed	Email Sent(email)	−

Emails

Sent To:	Subject:	Version:
░░░░░░░░░░60@gmail.com	You have successfully created your SEVP Portal account	1

2. The email history displays:

- Date and time.

- Student name the email sent to.

- Email address sent to.

- Type or purpose of the email.

- Version of the email.

Account Management (Change Password)

Fifteen days before your password expires, the portal will notify you via email that your password will expire. The portal displays the notice on the *Attestation* page.

You can change your password at any time. To change your password:

1. Click **Account Management**. The *Account Management* page opens.

2. Enter your:

- SEVIS ID
- Old Password
- New Password
- Confirm Password

> **!** The new password must meet the criteria listed on the *Account Management* page.

3. Click **Update Password**.

Portal Access after OPT Ends

You should be able to access your portal account the whole time your OPT is active. You will continue to have access for six months after your OPT ends. The portal will send you three email notices:

1. On your OPT end date to let you know you have six months of portal access left.

2. Five months after your OPT ends to let you know you have 30 days of access left.

3. Six months after your OPT end to let you know your account is closed.

See the *SEVP Portal Email Notices to Students* article on the SEVIS Help Hub for the text of these emails.

Icon Guide

See the SEVIS Help Icons on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
September 5, 2024	Added guidance for Border Commuters in the Address Validation and Update Your Profile Information sections.
January 12, 2023	From Portal Release 5.3 (Jan. 24, 2023) which allows students on post-completion OPT to enter and edit supervisor information. Added new screen shots and instructions to post-completion add employer section. Removed screen shots from STEM OPT section as redundant.
February 14, 2022	Corrected transposed numbers in SRC contact phone number.
December 21, 2021	Corrected Warning note on page 4 for consequences of student entering SEVIS ID incorrectly three times when creating a Portal account.
June 30, 2021	Updated History page screenshots to show change from "You" to student's name.
May 21, 2021	Added effects on student's Portal access when SEVIS is down.
April 23, 2021	Updated Resetting Password section and replaced Portal Sign In page screenshots with new Announcement box.
November 20, 2020	From Portal Release 3.0, updated information on expanding and collapsing fields, Characters Remaining countdown indicator, email history added, and allowed time for student to change their contact and employment information after the end date of their optional practical training (OPT).
October 1, 2020	Updated **Information Sharing with SEVIS** section, 2nd bullet to read "DSO-changed data is passed from SEVIS to the SEVP Portal once an hour" and added delay possibilities text box.
May 18, 2020	From Portal Release 1.13, which included updated screenshots for: removing SEVP-required browser statement, improving access to SEVP Portal Help pages and Portal Student User guide, and updating

Date	Revision Summary
	government systems access warning on *Login* pages. Updated instructions for selecting mailing address to be the same as physical address and directing not to enter an employment start date with an employer that is more than ten days before the current date.
October 8, 2019	• Updated to include new policy guidance (9/27/2019) on how to relate job to field of study. • From Portal Release 1.10, updated new portal access cut off six months after OPT end date and listed series of emails a student will get regarding account closure.
September 10, 2019	From Portal Release 1.9, updated screenshot of new Announcement box on the *Login* page; updated screenshot of new attestation confirmation requirement button before deleting employer on the Employment Information page, and updated screenshot of STEM Reporting Requirements deadlines box.
February 20, 2019	Updated to reflect changes to Locked Account and STEM OPT Reporting Resonsibilities; plus the added section, Emails from the SEVP Portal.
March 19, 2018	Updated to reflect changes to password requirements, STEM OPT restrictions and relabeled Add Another New Employer button for national roll out of the portal
September 22, 2017	Initial Release