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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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Player</th>
<th>Action</th>
</tr>
</thead>
</table>
| 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: |
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.

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.

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.

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• 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


**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](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.

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

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.
Idle Time

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

- 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.

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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:
  - **Sender:** do-not-reply.SEVP@ice.dhs.gov
  - **Subject line:** Account reset
- Click the link in the email.

**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.SEVPPortal@dhs.gov>
Date: Mon, Apr 19, 2021 at 10:35 AM
Subject: OPT Temporary Password Credential
To: <minervaminuette@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: T9mY3qPSrCdN**

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.

---

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 § 1001(a)(2) for unauthorized access to a government computer system or Title 18 United States Code § 1037 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 access this information system, this includes any communications or data transmitted, 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 transmitted, stored on, originating from or directed to or from this information system.
  - The government may disclose or use any communications or data transmitted, 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.

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7. Enter:
   - Your email address.
   - TEMPORARY password.

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

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](image)

**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. 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.

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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 will suggest an address.
- Click a radio button to select an option:
  - Select an address to accept the suggested correction.
Select Re-enter Address manually to accept 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:
  - Enter the street address in the first line.
  - Abbreviate the street.
  - Do not put periods after the abbreviations.
- Examples:
  - 126 North Wayne Street should be entered as 126 N Wayne St
  - Fort Washington Maryland becomes Ft Washington, MD

Update Your Profile Information

To update your profile information:

1. Log in to the portal. After accepting the attestation, the portal opens to the Edit Profile page.
• 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.

- 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.

- Click the Add Mailing Address checkbox, if you want to add a mailing address that is different from your physical address.
- Click the P.O. Box checkbox, if your mailing address is a post office (P.O.) box.

**Mailing Address**

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

1. 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.

2. 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

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

2. 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, 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.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Authorization Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SEVIS-assigned identifier for the authorization</td>
</tr>
<tr>
<td>2</td>
<td>Type of OPT authorization</td>
</tr>
<tr>
<td>3</td>
<td>Dates of employment</td>
</tr>
<tr>
<td>4</td>
<td>Number of employers associated with that OPT authorization</td>
</tr>
</tbody>
</table>
| 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Authorization Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Name of the employer.</td>
</tr>
<tr>
<td>3</td>
<td>Dates of employment with the employer.</td>
</tr>
</tbody>
</table>
### 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 opens.
Employer:

<table>
<thead>
<tr>
<th>SEVIS</th>
<th>Employer</th>
<th>Date</th>
<th>Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer #:</td>
<td>Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Self Employed**

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

**Employer Address:** Required
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.

*Address 2: Optional*

City: State:

Zip Code:

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

**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

**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.

[Delete Employer]  [Add Another New Employer]  [Save]
3. Enter your employment information in the following fields: (Data shown in fields below are examples.)

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

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

- **Employer 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://studyinthesates.dhs.gov for more details.

  12502 23rd St.

  **Address 2**: Optional

  **City**: Arlington
  **State**: Virginia

  **Zip Code**: 22202

**Job Title**: [Enter the title of your job for the company here]
• **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 at the company that hired you.

Medical Research Assistant

Full/Part-time: \*Required
FULL TIME

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
09 01 2020

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.

I studied biochemistry and am working as part of a medical research team.

- Job Title: Enter the title of your job at the company that hired you.
• **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.
  - This is a required field.
• **Employment End Date:** Enter the date the job ends.
• **Relation to Field of Study:**
  - Explain how the job relates to the degree that qualified you for this period of OPT.
  - This is a required field.

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

4. 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.

You can enter more than one employer.

5. 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.
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 will display 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>What is Due</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 25, 2019</td>
<td>Validation report for address and employer information</td>
<td>Submitted</td>
</tr>
<tr>
<td>Jul 25, 2019</td>
<td>Validation report for address and employer information</td>
<td>Past Due</td>
</tr>
<tr>
<td>Jul 25, 2019</td>
<td>Evaluation of Student Progress (page 5 of Form I-983)</td>
<td>Past Due</td>
</tr>
<tr>
<td>Jan 25, 2020</td>
<td>Validation report for address and employer information</td>
<td></td>
</tr>
<tr>
<td>Jul 25, 2020</td>
<td>Validation report for address and employer information</td>
<td></td>
</tr>
<tr>
<td>Jul 25, 2020</td>
<td>Evaluation of Student Progress (page 5 of Form I-983)</td>
<td></td>
</tr>
</tbody>
</table>

*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](https://studyinthestates.dhs.gov/stem-opt-hub).
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.
- Clicking the minus (-) in the upper right corner to minimize the box.
- 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.

**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.

<table>
<thead>
<tr>
<th>05/14/2021 14:23:19</th>
<th>SEVIS</th>
<th>Employment Authorization: (838052)(edit)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change Type</td>
<td>Old</td>
<td>New</td>
</tr>
<tr>
<td>Authorized End Date</td>
<td>05/14/2022</td>
<td>05/14/2021</td>
</tr>
</tbody>
</table>

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.
## History

<table>
<thead>
<tr>
<th>Date</th>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/17/2021 06:23:16</td>
<td>SEVIS</td>
<td>Employer (827934) - HireTheBest, Inc (edit)</td>
</tr>
<tr>
<td>05/14/2021 14:23:19</td>
<td>SEVIS</td>
<td>Employment Authorization: (838052) (edit)</td>
</tr>
<tr>
<td>05/14/2021 13:15:03</td>
<td>SEVIS</td>
<td>Employer (827934) - HireTheBest, Inc (now)</td>
</tr>
</tbody>
</table>

### New/Add

<table>
<thead>
<tr>
<th>Change Type</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Employer (827934)</td>
<td></td>
</tr>
<tr>
<td>SEVIS Employer ID (827934)</td>
<td>827934</td>
</tr>
<tr>
<td>EIN (827934)</td>
<td>9999999999</td>
</tr>
<tr>
<td>Employer Name (827934)</td>
<td>HireTheBest, Inc</td>
</tr>
<tr>
<td>Job Title (827934)</td>
<td>Tip Top Trainee</td>
</tr>
<tr>
<td>Full/Part-time (827934)</td>
<td>FULL TIME</td>
</tr>
<tr>
<td>Relation To Field (827934)</td>
<td>I can follow directions.</td>
</tr>
<tr>
<td>Employer Address (827934)</td>
<td>1001 W MAIN ST DURHAM NC 27701</td>
</tr>
<tr>
<td>Employment Start Date (827934)</td>
<td>06/01/2020</td>
</tr>
</tbody>
</table>

### Emails

<table>
<thead>
<tr>
<th>Sent To</th>
<th>Subject</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>[redacted] <a href="mailto:x0@gmail.com">x0@gmail.com</a></td>
<td>You have successfully created your SEVP Portal account</td>
<td>1</td>
</tr>
</tbody>
</table>
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.

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

**Attestation**

When using the SEVP Portal, providing materially false, fictitious, or fraudulent information may subject you to criminal prosecution under 18 U.S.C.1001. Providing willful misstatements may constitute perjury under 18 U.S.C. 1621. Other possible criminal and civil violations may also apply.

[CONTINUE] [CANCEL]

Your OPT Portal password will expire in **10 day(s)**.

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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

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 14, 2022</td>
<td>Corrected transposed numbers in SRC contact phone number.</td>
</tr>
<tr>
<td>December 21, 2021</td>
<td>Corrected Warning note on page 4 for consequences of student entering SEVIS ID incorrectly three times when creating a Portal account.</td>
</tr>
<tr>
<td>June 30, 2021</td>
<td>Updated History page screenshots to show change from “You” to student’s name.</td>
</tr>
<tr>
<td>May 21, 2021</td>
<td>Added effects on student’s Portal access when SEVIS is down.</td>
</tr>
<tr>
<td>April 23, 2021</td>
<td>Updated Resetting Password section and replaced Portal Sign In page screenshots with new Announcement box.</td>
</tr>
<tr>
<td>November 20, 2020</td>
<td>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).</td>
</tr>
<tr>
<td>October 1, 2020</td>
<td>Updated Information Sharing with SEVIS section, 2nd bullet to read &quot;DSO-changed data is passed from SEVIS to the SEVP Portal once an hour&quot; and added delay possibilities text box.</td>
</tr>
<tr>
<td>May 18, 2020</td>
<td>From Portal Release 1.13, which included updated screenshots for: removing SEVP-required browser statement, improving access to SEVP</td>
</tr>
<tr>
<td>Date</td>
<td>Revision Summary</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>October 8, 2019</td>
<td>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.</td>
</tr>
<tr>
<td>September 10, 2019</td>
<td>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.</td>
</tr>
<tr>
<td>February 20, 2019</td>
<td>Updated to reflect changes to Locked Account and STEM OPT Reporting Responsibilities; plus the added section, Emails from the SEVP Portal.</td>
</tr>
<tr>
<td>March 19, 2018</td>
<td>Updated to reflect changes to password requirements, STEM OPT restrictions and relabeled Add Another New Employer button for national roll out of the portal</td>
</tr>
<tr>
<td>September 22, 2017</td>
<td>Initial Release</td>
</tr>
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</table>