

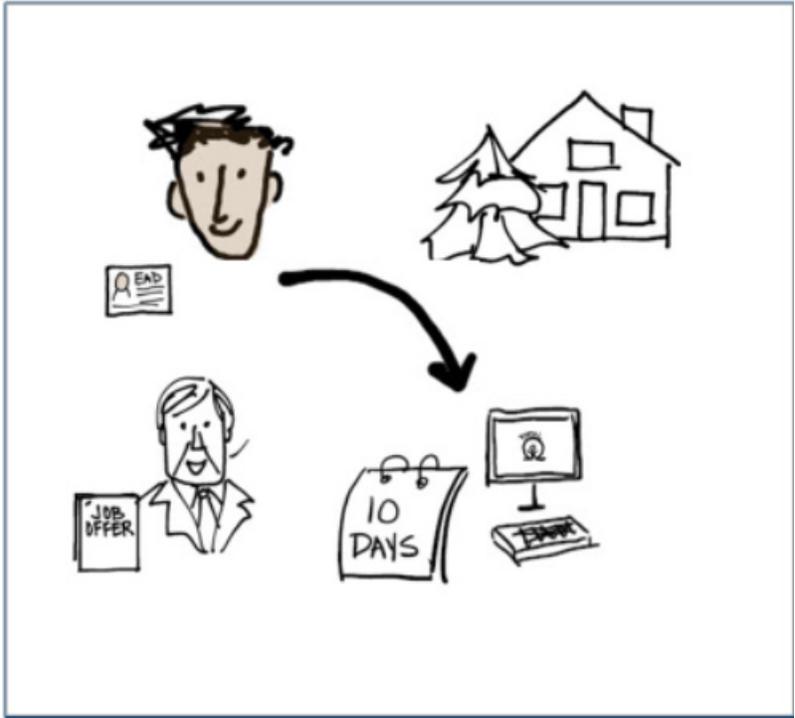
**SEVP Portal Video: Managing Employer
Information While on Post-completion OPT
Transcript**

Scene 1 – Title Slide



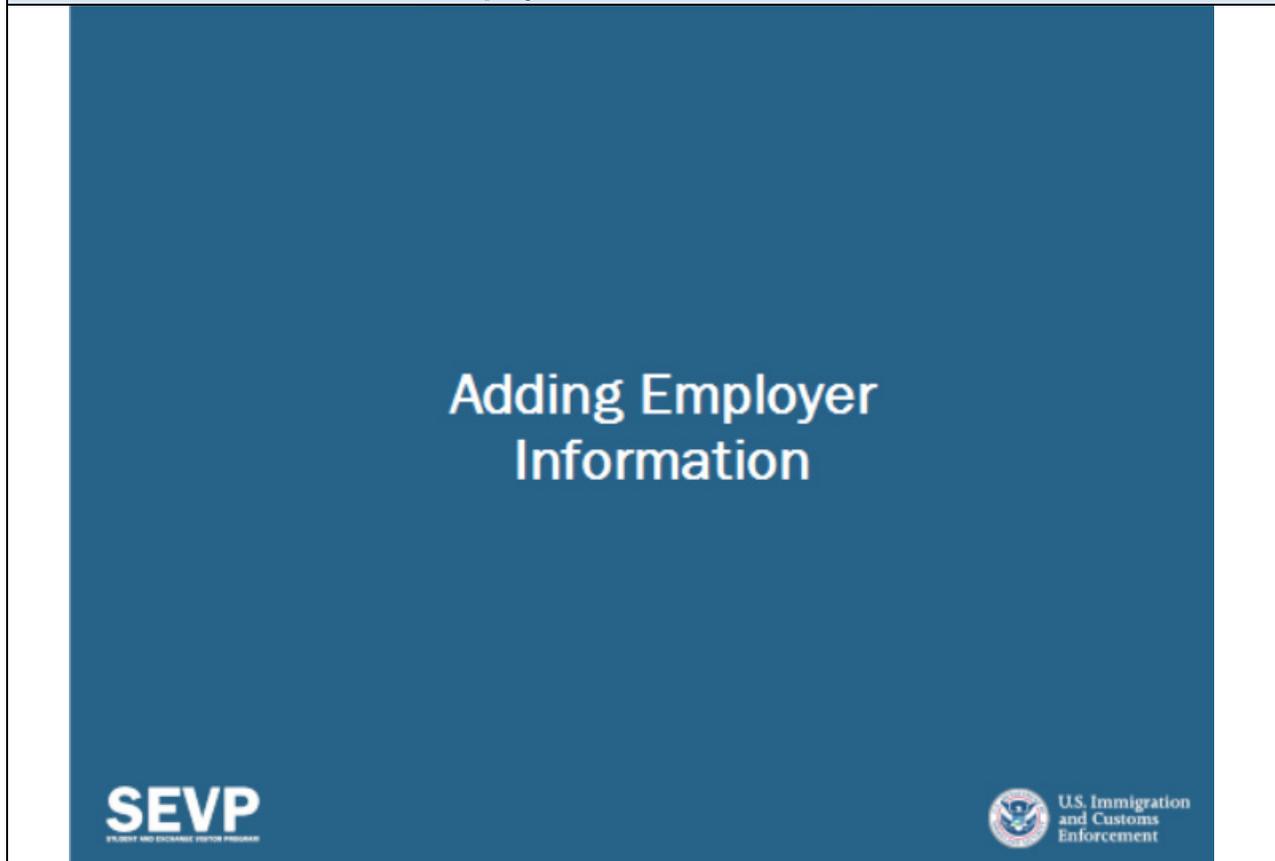
Scene Description	Narration
The slide displays no instructional images or animations	Welcome to the SEVP Portal video on Managing Employer information while on post-completion optional practical training

Scene 2 – Section Title - Overview



Scene Description	Narration
Student and an employment authorization document appear on screen.	Luc is approved for post-completion optional practical training or OPT.
A house, a man with a job offer, and a computer with a calendar reading “10 days” display.	He knows he is required to report any changes in his home address or employer information within ten days of the change.
An arrow point from the student to the computer	He plans to use the SEVP Portal to update his employer information.

Scene 3 – Section Title – Add Employer



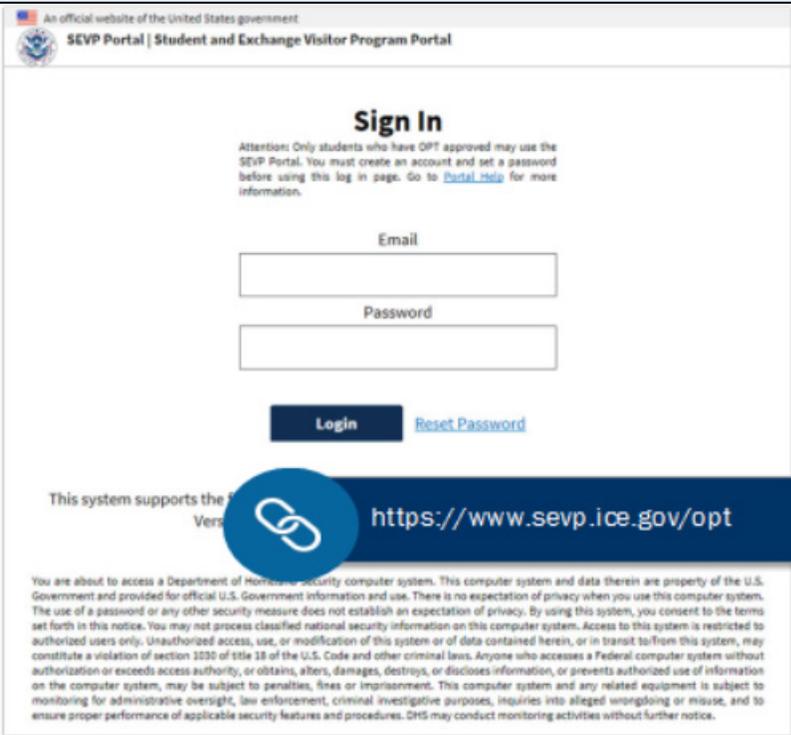
Scene Description	Narration
The slide displays no instructional images or animations	Adding Employer Information

Scene 4 - The Job Offer



Scene Description	Narration
Image of Luc with an employer	Luc has been offered a job at a company where he will use what he learned in school.

Scene 5 – Portal Sign in Page



An official website of the United States government

SEVP Portal | Student and Exchange Visitor Program Portal

Sign In

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

Email

Password

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

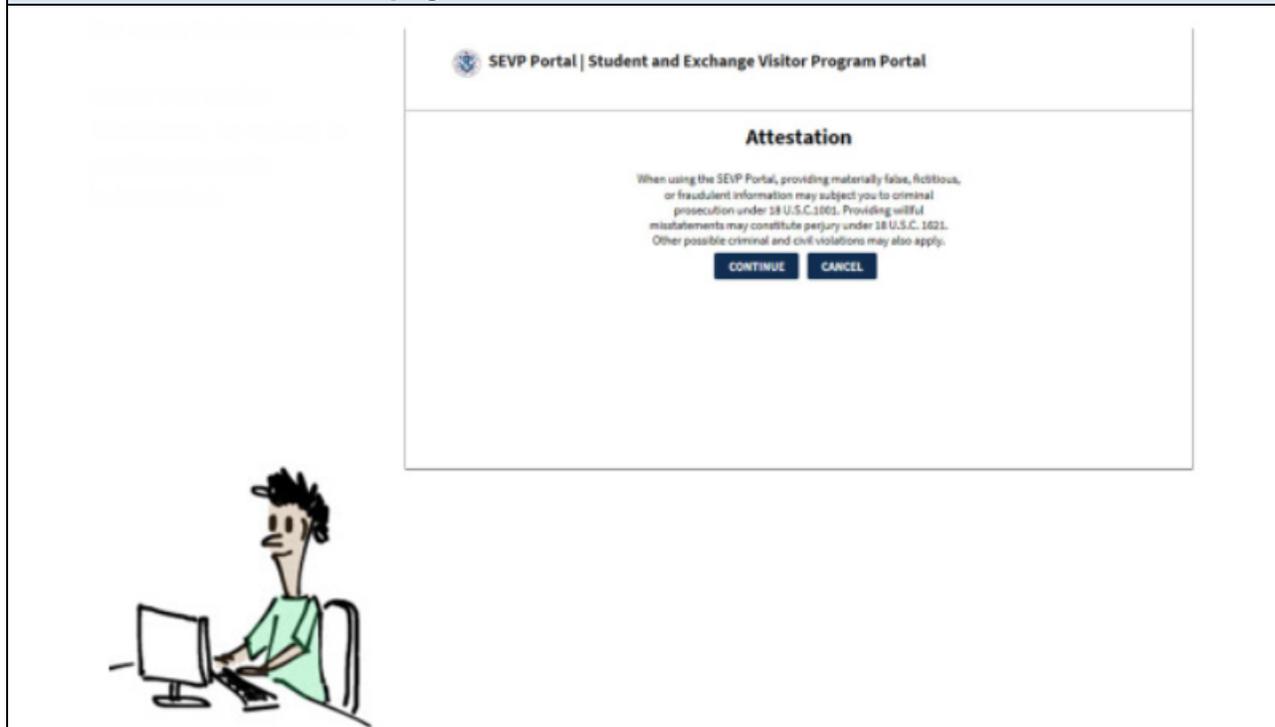
This system supports the
Vers  <https://www.sevp.ice.gov/opt>

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



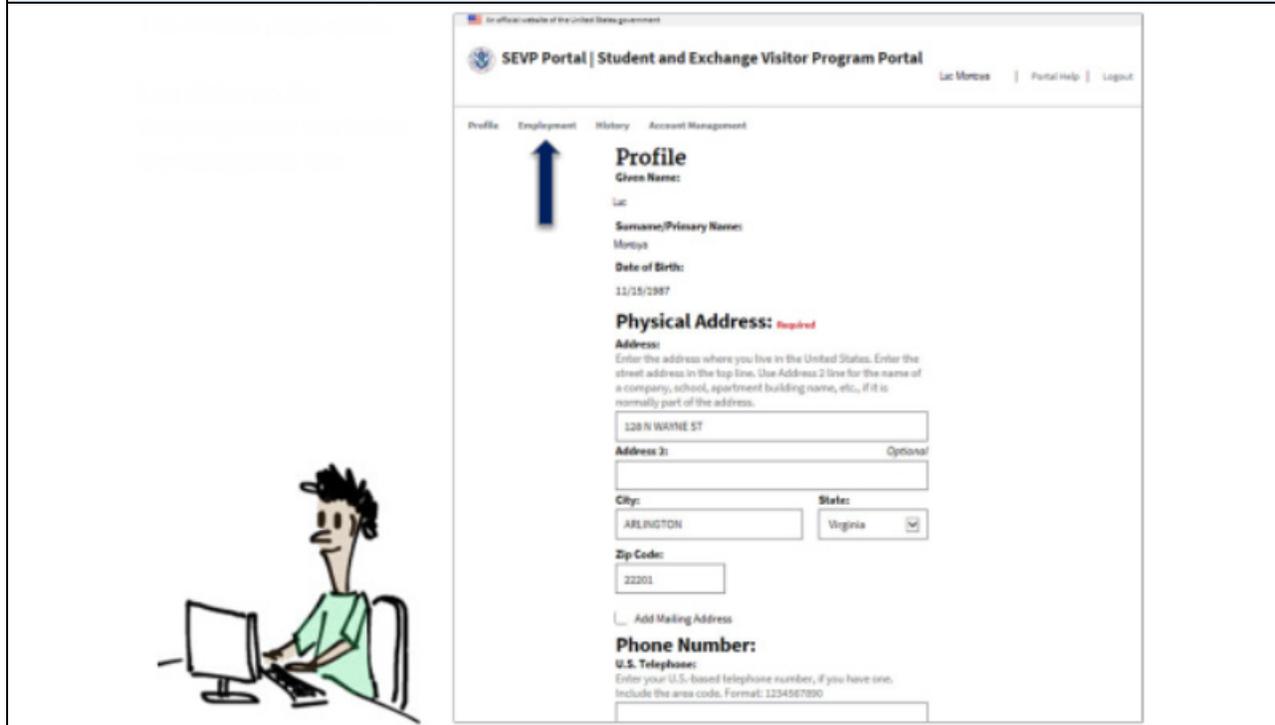
Scene Description	Narration
Screenshot of portal <i>Sign In</i> page.	<p>He goes to the <i>Portal Sign In</i> page.</p> <p>Luc enters his email address and his password to log in.</p>

Scene 6 – The *Attestation* page



Scene Description	Narration
Screenshot of the <i>Attestation</i> page.	He reads the attestation. When Luc clicks Continue, he agrees to provide accurate information.

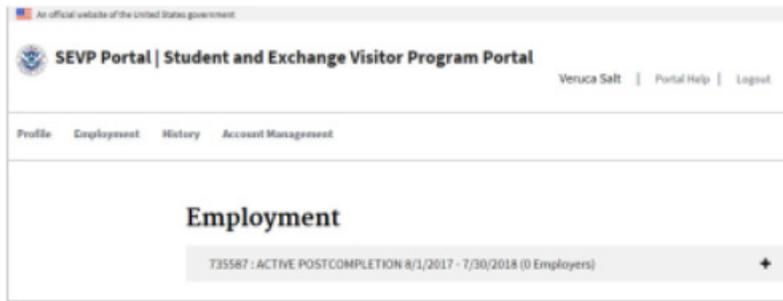
Scene 7 - The *Profile* page



The screenshot shows the SEVP Portal (Student and Exchange Visitor Program Portal) for Luc Moross. The page is titled "Profile" and includes a navigation bar with tabs for Profile, Employment, History, and Account Management. A blue arrow points to the Employment tab. The profile information includes: Given Name: Luc; Surname/Primary Name: Moross; Date of Birth: 11/15/1997; Physical Address: 128 N WAYNE ST, ARLINGTON, Virginia, 22201. There is also a section for U.S. Telephone numbers. A cartoon character is shown sitting at a computer on the left side of the page.

Scene Description	Narration
Screenshot of the <i>Profile</i> Page. An arrow points to the employment tab.	The <i>Profile</i> page opens. Luc clicks on the Employment tab in the top Navigation Bar.

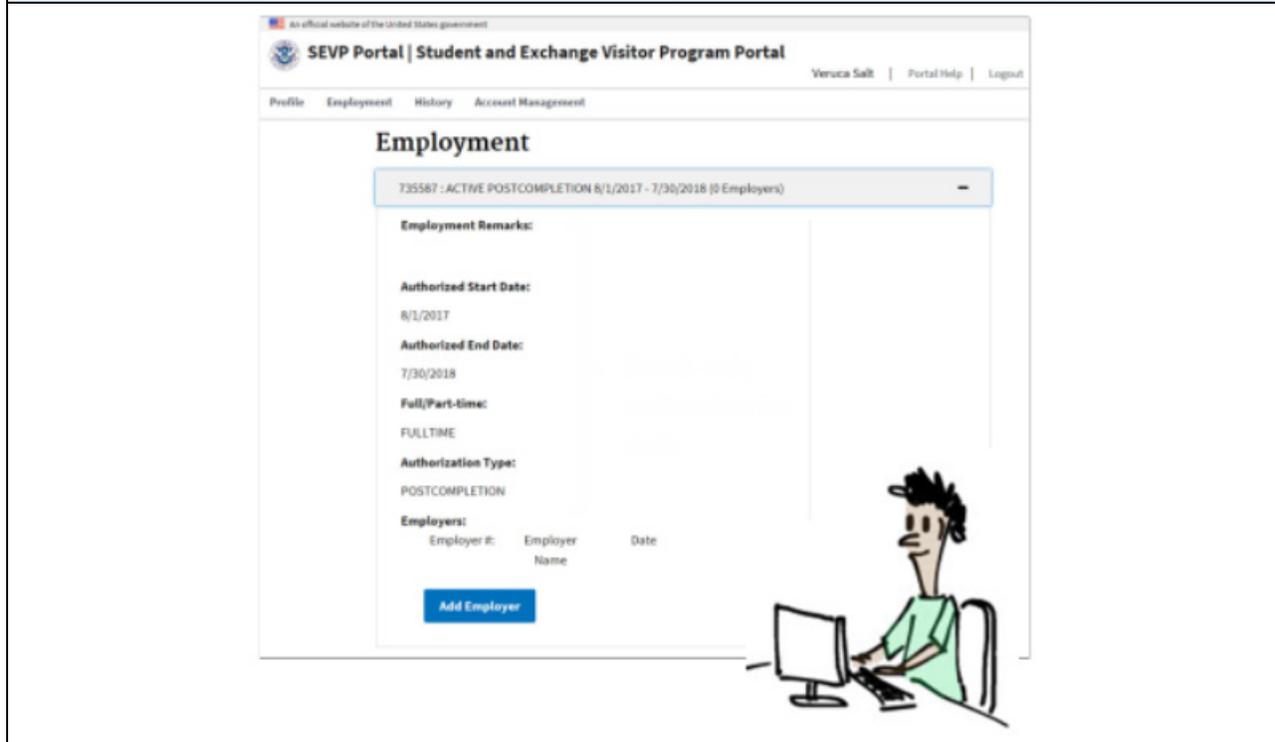
Scene 8 –The *Employment* page – default view



Scene Description	Narration
<p>Screenshot of the <i>Employment</i> page.</p>	<p>This opens the <i>Employment</i> page.</p> <p>The default view of the page is a list of all employment authorizations Luc can see in the Portal.</p> <p>The Portal summarizes each authorization in its own shaded box.</p> <p>The summary includes:</p>
<p>A bracket highlights each part of the summary as it is mentioned.</p>	<ul style="list-style-type: none"> • A SEVIS-assigned identifier for the authorization itself. This number makes it easier for SEVIS and the Portal to share data about this OPT. This number has no meaning outside of SEVIS and the Portal. • The type of OPT authorization. • The actual OPT start and end dates. • The number of employers he is working for. This number will go up or down as employers are added or deleted from the record. In his case, Luc does not have any employers at

Scene Description	Narration
	<p>this time.</p> <ul style="list-style-type: none">• A “Plus” symbol that indicates the section can expand to show more data. Click anywhere in the gray box to show the data. The “Plus” symbol will change to a “Minus” sign. Clicking the gray area again, hides the data. <p>Luc clicks the Plus sign to expand the section</p>

Scene 9 – Employment authorization section expanded – default for no employers



Scene Description	Narration
<p>Screenshot of the <i>Employment</i> page with the OPT authorization expanded. A bracket calls out the read-only data about the authorization.</p>	<p>Once expanded, the portal displays:</p> <ul style="list-style-type: none"> • Read-only data about the authorization. This includes any employment remarks the DSO may have entered, the start and end date of the authorization, whether the authorization is full- or part-time, and the type of OPT.
<p>Arrow points from student in lower right hand corner of the screen to a DSO on the left side of the screen.</p>	<p>If any of this information is wrong, Luc would have to work with his DSO to get it corrected.</p>
<p>A bracket calls out the listing of employers section.</p>	<p>And</p> <ul style="list-style-type: none"> • A list of employers already in SEVIS. <p>Students on Post-completion OPT can add, edit, and delete employer information. In this case, Luc doesn't have any employers in the system. His only option is to add an employer. Luc clicks the Add Employer button.</p>

Scene 10 –Employer Section Expanded – Add Employer

The screenshot shows a web form titled "Employment" with a sub-section for "Employer". The form has a table header with columns: "Employer #:", "Employer Name", "Date", and "Errors". Below the header is a gray box containing a warning icon (a triangle with an exclamation mark) and a minus sign. The form includes a checkbox for "Self Employed". Below this, the "Employer Name" field is marked as "Required" and has a red outline. The text below it says "Enter the legal name of the company that hired you." Below the "Employer Name" field is the "Employer Address" field, also marked as "Required" with a red outline. The text below it says "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." Below the "Employer Address" field is the "Address 2" field, marked as "Optional". Below the "Address 2" field are the "City" and "State" fields. Below the "City" and "State" fields is the "Zip Code" field. A cartoon character is shown sitting at a computer on the left side of the screenshot.

Scene Description	Narration
<p>Screenshot of the <i>Employment</i> page with the Employer section expanded.</p>	<p>The portal displays employer summary information in a gray box – in this case, the box is blank – and the fields for the entry of employer data.</p> <p>By default, the portal displays a warning symbol in the employer summary and outlines all required fields in red. The warning symbol will display as long as any required field is empty.</p> <p>Luc begins to enter data about his new job. If he works for himself; for example, if he is a musician and hires himself out for gigs, Luc would click the “Self Employed” checkbox. The Portal would automatically put his name in the Employer Name field. But Luc is not self-employed, so he enters the name of the company he works for and the address of the physical location where he performs the work.</p>

Scene Description	Narration
	The portal checks the address against the U.S. Postal Service's database to be sure it is a valid address.

Scene 11 - Sub-Section Title Slide



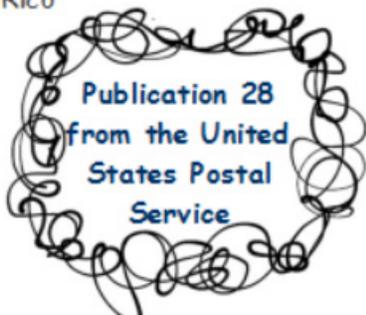
Scene Description	Narration
The word "Addresses" appears center screen, surrounded by a squiggly wreath.	Let's take a quick detour to talk about addresses in the portal.

Scene 12 – Address Tips

	<p>Address Line 1: street address and apartment or suite number</p> <p>Address Line 2: Name of complex or building</p> <p>Omit punctuation</p> <p style="text-align: center;">  </p> <p>Use abbreviations for streets and directions</p> <p>Example: 126 North Wayne Street, Suite 6 Alban Towers</p> <p style="text-align: right;">  Becomes: 126 N Wayne St Ste 6 Alban Towers </p>	
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Scene Description	Narration
<p>The words “Tips for getting addresses to work in the portal” appear center screen surrounded by a squiggly wreath</p> <p>Instructions for address line one display in the upper left corner of the screen; the example in the bottom left corner.</p>	<p>Address line one is for the street address and apartment or suite number. For example: 126 North Wayne Street, Suite 6</p>
<p>Data entry tips appear on both sides of the squiggly wreath.</p>	<p>The validation tool used by the portal:</p> <ul style="list-style-type: none"> • Abbreviates streets and directions • Omits punctuation
<p>An arrow points from the example address to a converted address that displays in the lower right hand corner of the screen.</p>	<p>So, 126 North Wayne Street, Suite 6 becomes 126 N Wayne St Ste 6.</p>
<p>Instructions for Address line two appear immediately above the squiggly wreath</p> <p>Both the example address and the converted address display “Alban Towers: in the second line of the address.</p>	<p>Address line 2 is for the name of the building or complex.</p> <p>Example: Alban Towers</p>

Scene 12 – USPS Publication 28

	<p>Rural Addresses</p> <p>Address standards for Puerto Rico</p> <p>Standard abbreviations for roads, streets, highways, etc.</p>  <p>http://about.usps.com/publications/welcome.htm</p>	
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Scene Description	Narration
<p>Text displays on the screen with a call out for the URL for where to locate U.S. Postal Service publications.</p>	<p>Publication 28 from the United States Postal Service (USPS) offers guidance on acceptable formats and abbreviations for different types of addresses. This includes:</p> <ul style="list-style-type: none">• Standard street suffixes• Rural addresses• Addresses in Puerto Rico <p>Publication 28 is available on the USPS website.</p>

Scene 14 – Address Error Messages



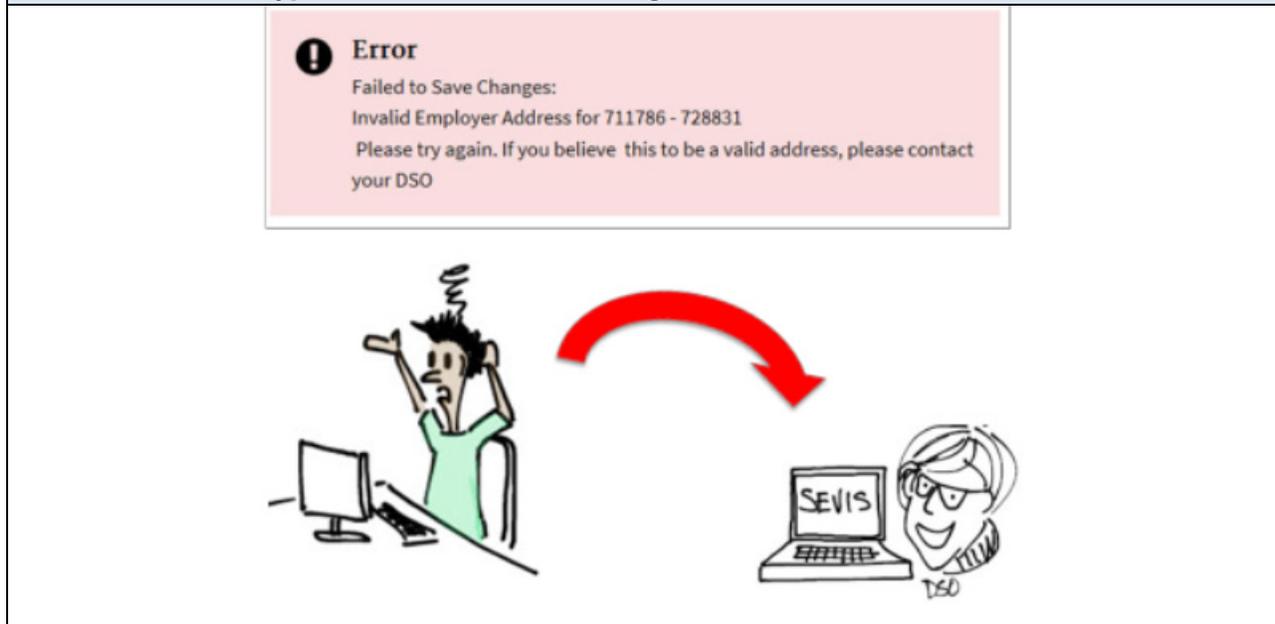
Error

Failed to Save Changes:

Invalid Employer Address for 675064 - 675803. Please select from provided suggestions or try again.

Scene Description	Narration
Screenshot of the error message for employer addresses that appears on the top of the page.	If the Portal does not find an exact match for the address, it will display an error message on the page.
A bracket displays below the SEVIS-assigned OPT authorization number in the error message.	The error message for employer addresses contains a series of numbers that refer to the SEVIS-assigned OPT authorization number and
A bracket appears below the SEVIS employer id number in the error message.	and the SEVIS-assigned employer number, if there is one.

Scene 15 – First Type of Address Error Message



Scene Description	Narration
Frustrated student sits at his desk looking at a screenshot of an error message.	There are two kinds of error messages for addresses. The first is when the portal finds no matches. Check the accuracy of the address entered to be sure it is correct.
An arrow points from the student to a DSO	If the address is correct, a DSO will have to enter it in SEVIS. Students are not able to override the address validation in the portal.

Scene 16 – Second type of address error message

Error

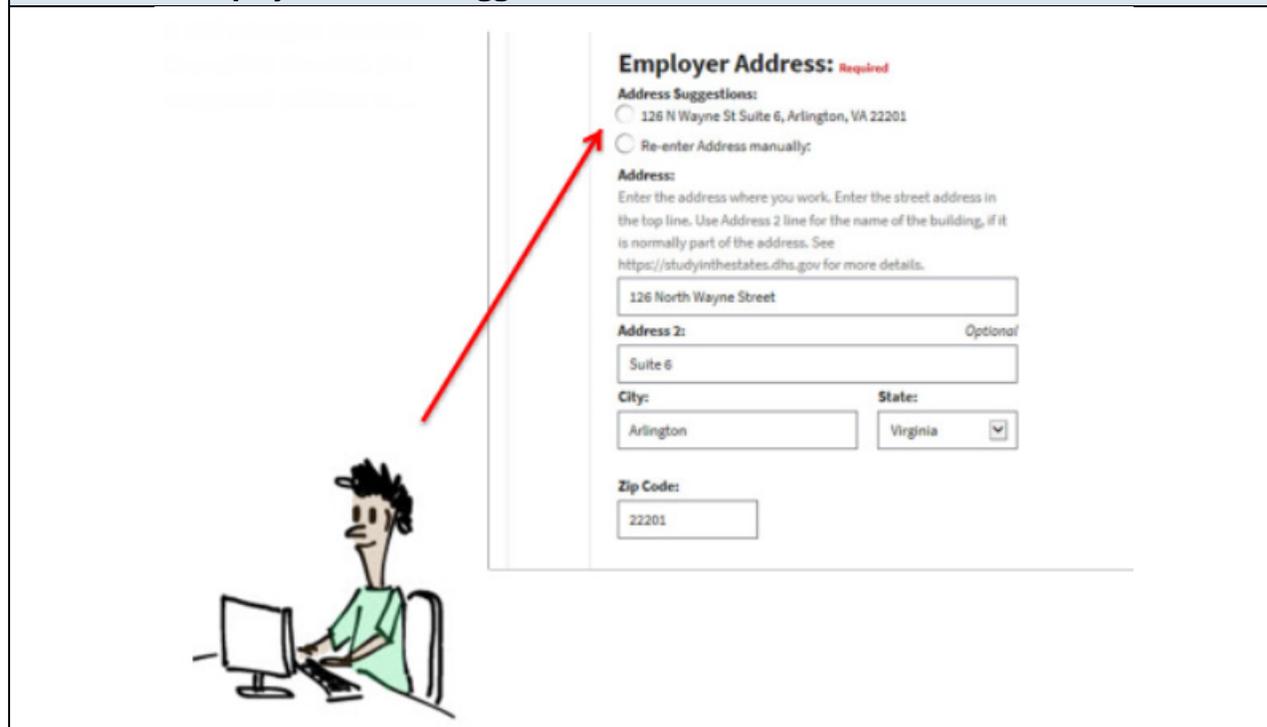
Failed to Save Changes:

Invalid Employer Address for 711786 - 728831. Please select from provided suggestions or try again.



Scene Description	Narration
Frustrated student at a computer with a screenshot of error message.	The second kind of error message displays when the portal finds a possible match. This message will display even if the address is correct, but is not in the software's preferred format.

Scene 17 – Employer Address Suggestions



Scene Description	Narration
A student sits at a computer. A screenshot of Employer address section with suggested addresses displays. An arrow points to the option to select the suggested address.	It will also give students the option to select the suggested address
An arrow points to the option to re-enter the address manually.	or to re-enter the address manually. This option allows the student to correct the address, if it was entered incorrectly.
An arrow points from the student to a DSO who appears on screen.	It does not allow the student to get around the validation. If the address is right, and the portal does not accept it, the student must work with a DSO to enter the information in SEVIS.

Scene 18 – Continue Entering Employer Information



Employer Address: *Required*

Address Suggestions:

- 126 N Wayne St Suite 6, 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

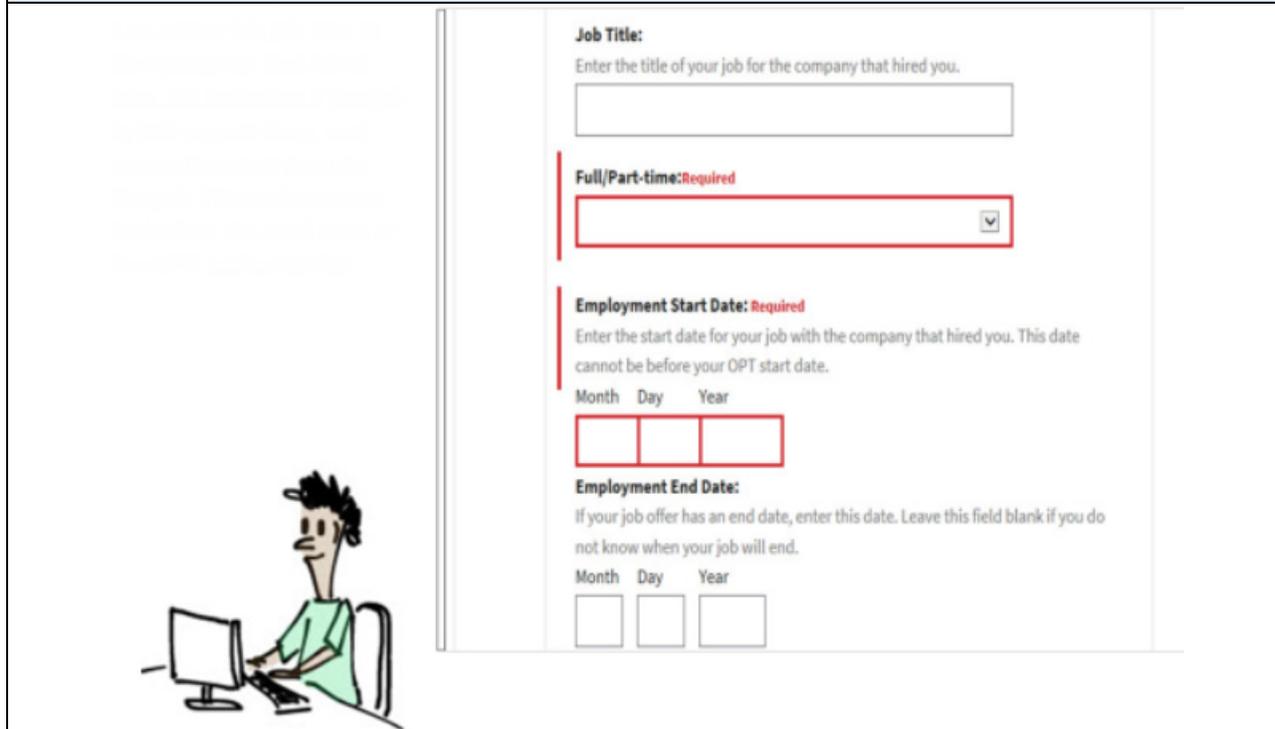
Address 2: *Optional*
Suite 6

City: Arlington **State:** Virginia

Zip Code: 22201

Scene Description	Narration
Screenshot of the <i>Employment</i> page with the Employer section expanded.	Now let's return to Luc who has entered his employer's address.

Scene 19 –Employer data continued



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

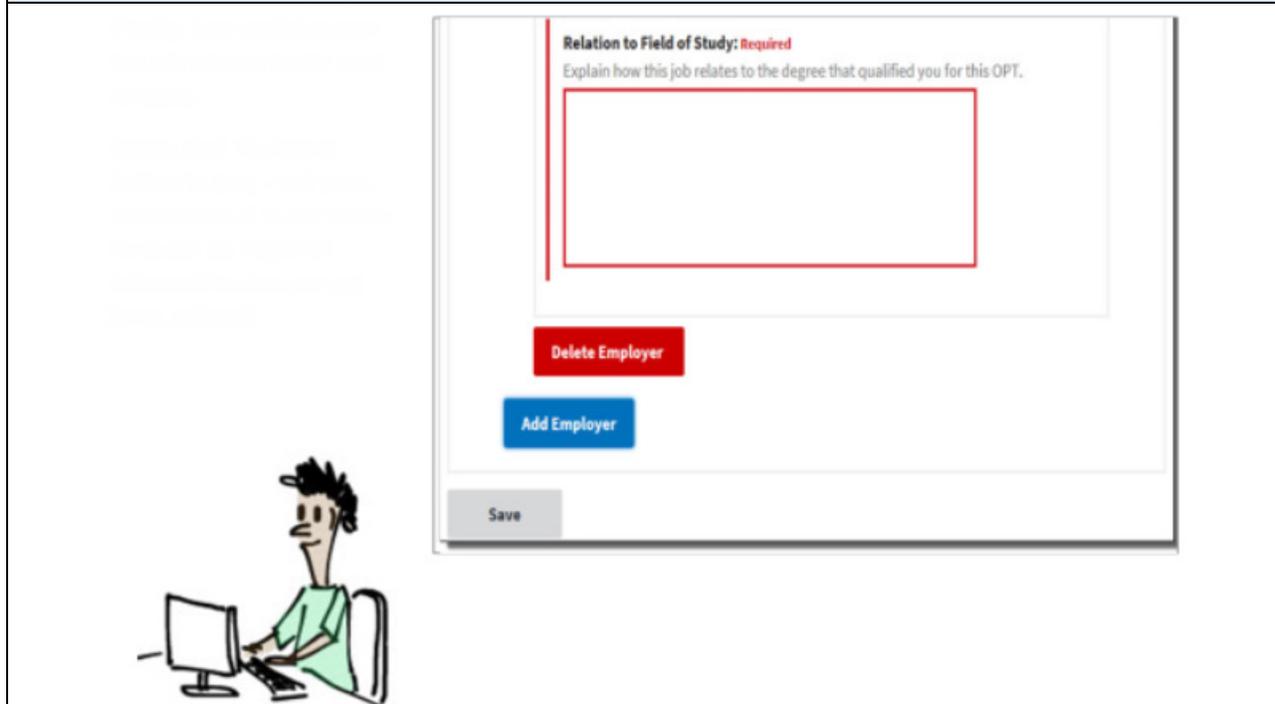
Full/Part-time: Required

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

Scene Description	Narration
Screenshot of the Employment page with an OPT employer section expanded to show employer data fields.	Luc enters his job title at the company that hired him. He indicates if the job is full- or part-time, and enters the start date for the job. This date cannot be before the start date of the OPT authorization. Luc can enter an end date for his job, if he knows it. This date cannot be after the end date for the OPT authorization.

Scene 20 –Final employer data element



Scene Description	Narration
Screenshot of the Employment page with an OPT employer section expanded to show employer data fields.	Finally, Luc explains how the job relates to his field of study. Notice that the Save button is gray –not blue. This means it is not active because all required information has not yet been entered.

Scene 21–Complete Employer Information

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
05 01 2017

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 am using my degree in chemistry to research synthetic substitutes for fossil fuels.

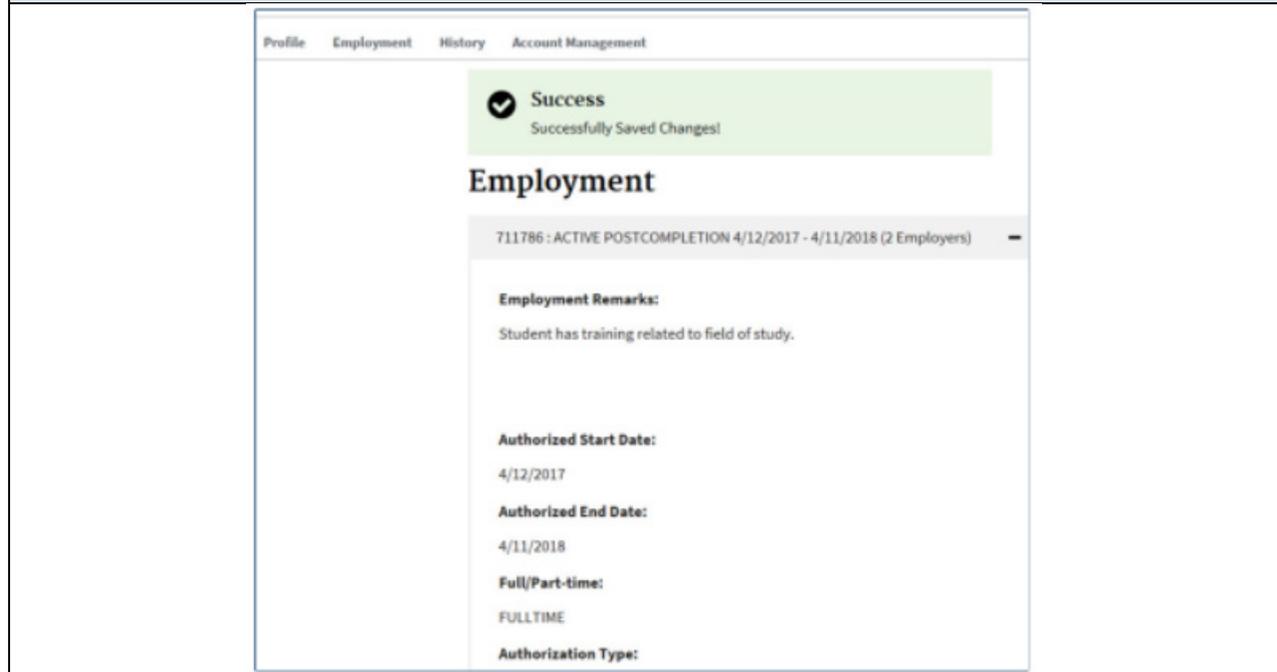
Delete Employer SEVP Labs, Inc.

Add Employer

Save

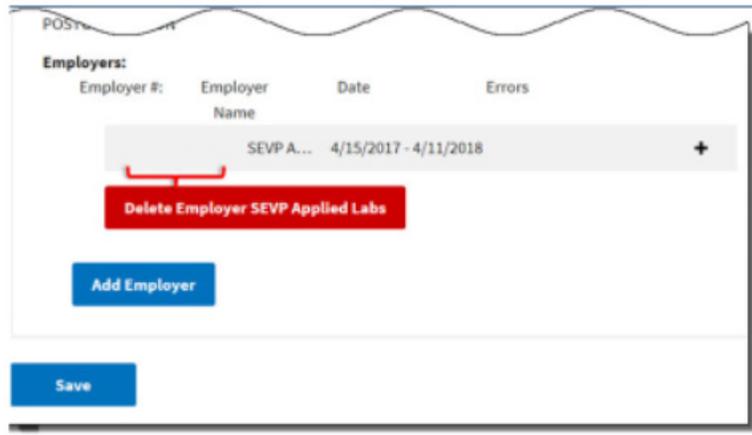
Scene Description	Narration
<p>Screenshot of the Employment page with an OPT employer section expanded to show employer data fields.</p>	<p>After Luc enters data into all required fields, the Portal will activate the Save button. If he needs to, Luc can add another employer by clicking Add Employer.</p> <p>Since he only has one employer, he clicks Save.</p> <p>The portal will not save any employer information until Luc clicks the Save button.</p> <p>The portal then sends the employer information to SEVIS.</p>

Scene 22 -Success



Scene Description	Narration
Screenshot of the <i>Employment</i> page with a success message.	The portal displays a Success message at the top of the page.

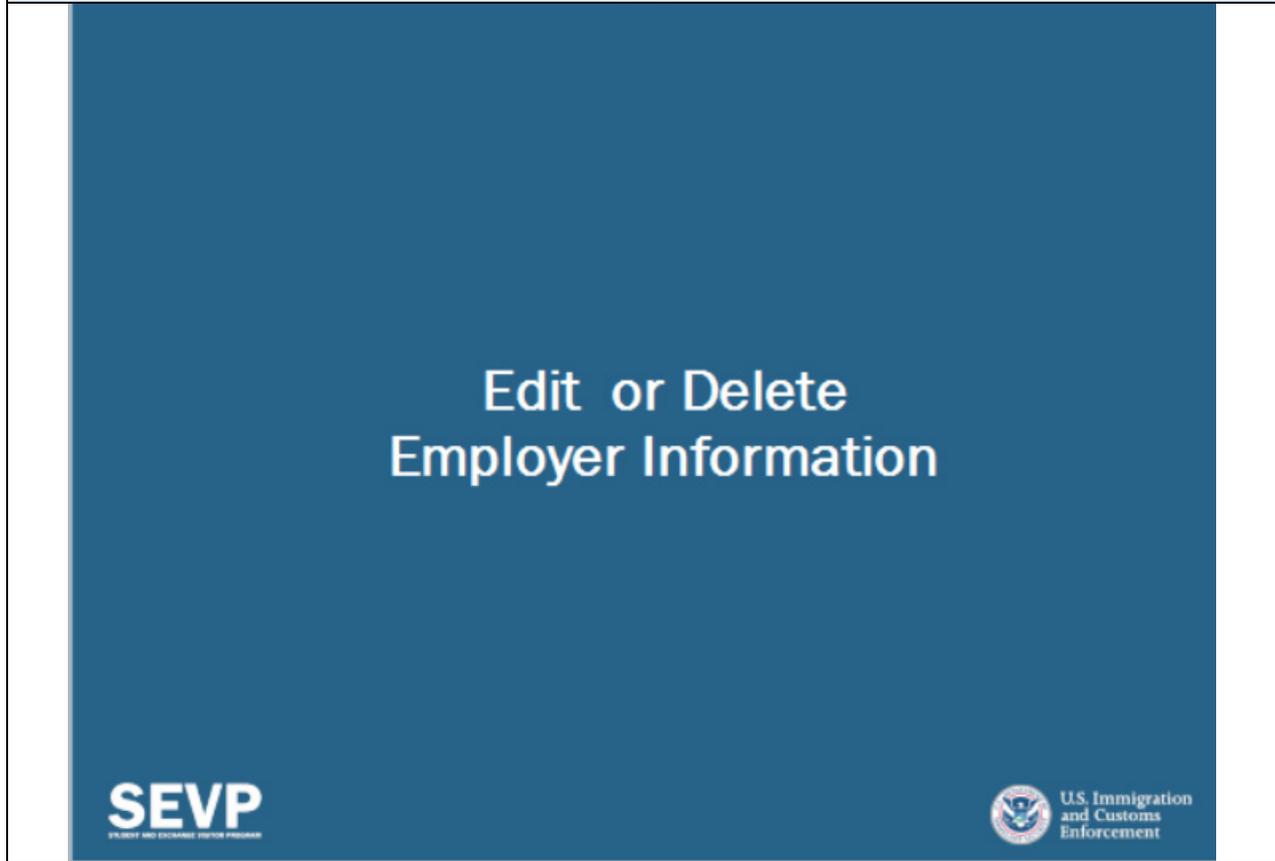
Scene 23 – Employer Summary Bar



Scene Description	Narration
<p>Screenshot of the list of employers on the expanded <i>Employment</i> page. A student examines a bracket which highlights a specific data element on the box. The student and the bracket move across the screen to highlight each data element is described.</p>	<p>Luc can now see a list of his employers. Each employer is in a shaded box that displays summary information:</p> <ul style="list-style-type: none">• A SEVIS-assigned Employer Number - This number has no meaning outside of SEVIS and the portal. It only helps SEVIS exchange data with the portal about that specific job. It is not the same thing as the company's official Employer Identification Number (or EIN) that is assigned by the United States Internal Revenue Service. No number displays here until SEVIS receives the employer information from the Portal, assigns a unique number and sends it back to the Portal. This can take a day.• It also shows: The employer name,• The start and end date of the job,• Any warning signs that indicate required information is missing, and...• A "Plus" symbol to indicate the

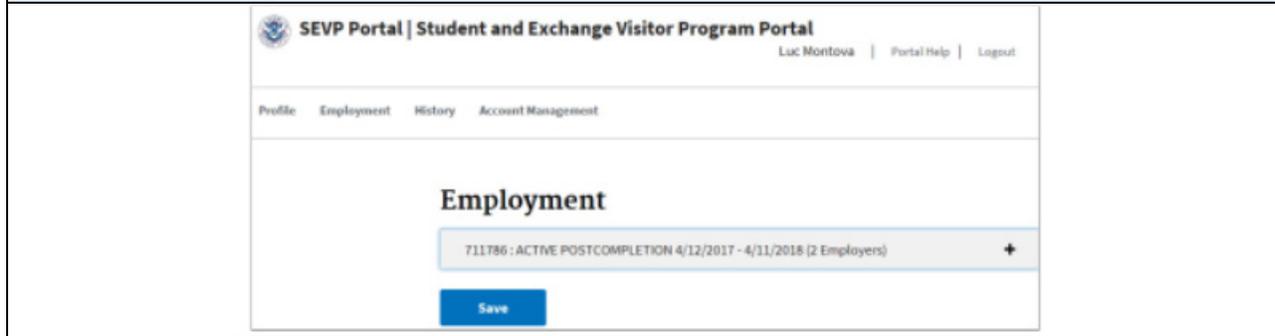
Scene Description	Narration
	section can expand to show employer details. Click anywhere in the gray box to show the data. Click it again to hide it.

Scene 24 –Section title – Edit or Delete Employer Information



Scene Description	Narration
The slide displays no instructional images or animations.	Edit or Delete Employer Information

Scene 25 – Employment page



Scene Description	Narration
Screenshot of the default view of the <i>Employment</i> page.	While on post-completion OPT, Luc can edit employer information. From the <i>Employment</i> page, he clicks the gray OPT Summary bar to display employer information.

Scene 26– List of Employers

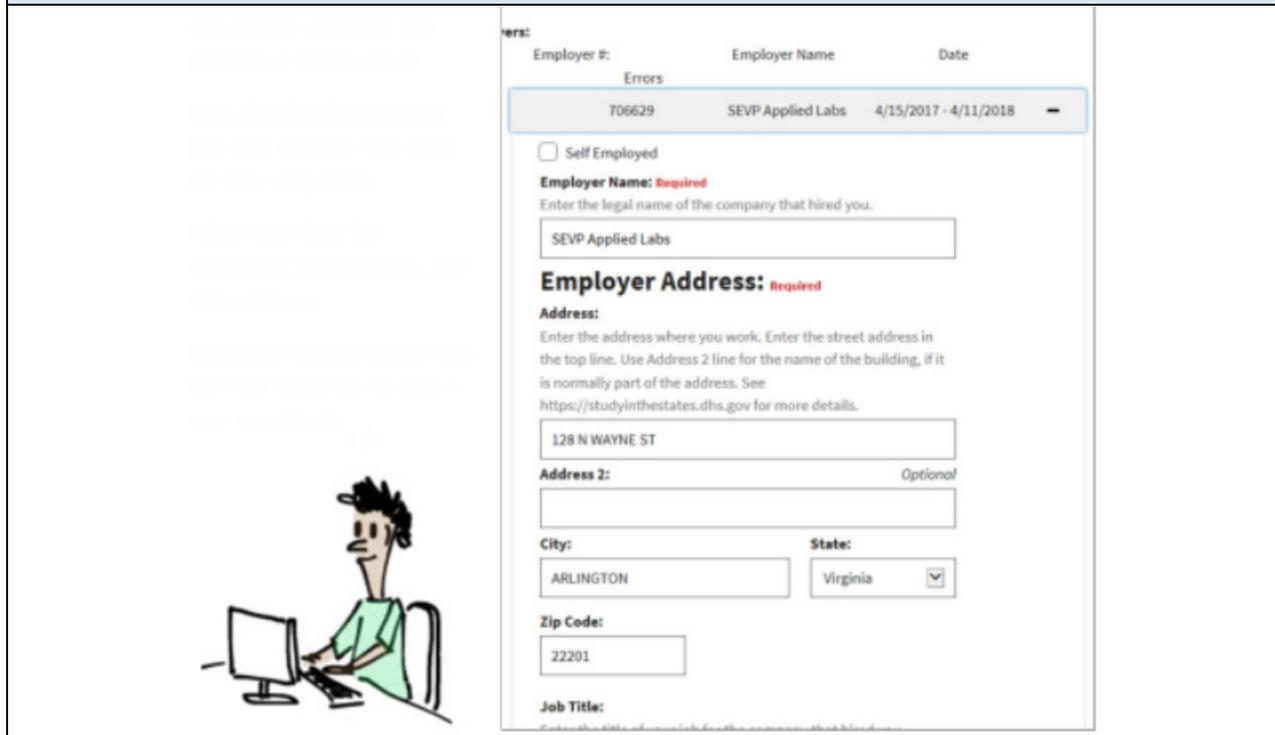
The screenshot shows a web interface with the following elements:

- Authorization Type:** POSTCOMPLETION
- Employers:** A table with columns: Employer #, Employer Name, Date, and Errors.
- Table Row 1: 706629, SEVP A..., 4/15/2017 - 4/11/2018, +
- Table Row 2: 728831, SEVIS R..., 8/6/2017 - 4/11/2018, +
- Buttons: "Delete Employer SEVP Applied Labs" (red), "Delete Employer SEVIS Research Foundation" (red), "Add Employer" (blue).

A cartoon character is shown sitting at a computer, with a red arrow pointing from the character to the "Delete Employer SEVP Applied Labs" button.

Scene Description	Narration
Screenshot of the list of employers on the expanded <i>Employment</i> page.	This displays a list of his employers. To edit employer information, Luc clicks the gray Employer Summary bar for the employer he wants to edit.

Scene 27-



Employers:

Employer #:	Employer Name	Date
706629	SEVP Applied Labs	4/15/2017 - 4/11/2018

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:

Scene Description	Narration
Screenshot of the <i>Employment</i> page with the Employer section expanded.	The portal displays the employer information. With the fields revealed, Luc can change the data for that employer. After updating the employer information, Luc clicks Save. Students should never use the edit function to add a new employer.

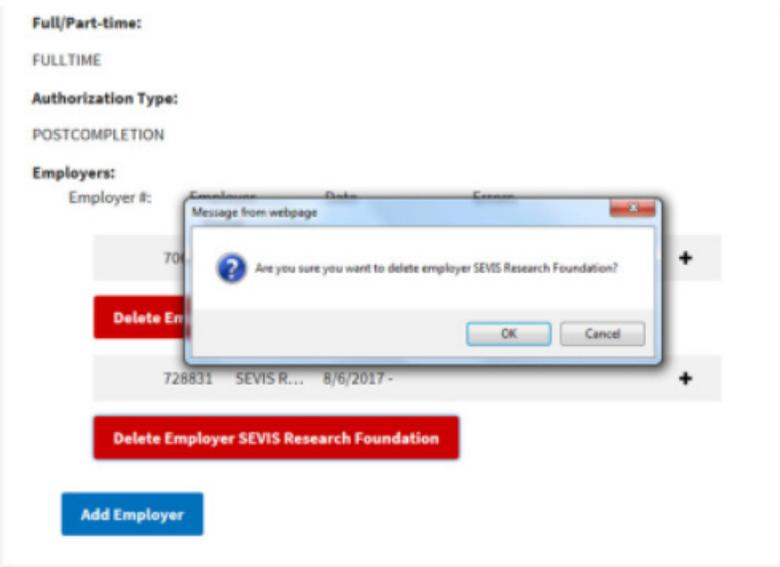
Scene 28– Delete Employer

The screenshot shows the 'Employment' page for a student with ID 711786. The page title is 'Employment' and the status is '711786 : ACTIVE POSTCOMPLETION 4/12/2017 - 4/11/2018 (2 Employers)'. The 'Employment Remarks' section contains the text 'Student has training related to field of study.' Below this, the 'Authorization Type' is 'POSTCOMPLETION'. The 'Employers' section is a table with columns for 'Employer #', 'Employer Name', 'Date', and 'Errors'. There are two rows of employers, each with a red 'Delete Employer' button that includes the employer's name. The first row is for 'SEVP Applied Labs' and the second is for 'SEVIS Research Foundation'. A blue 'Add Employer' button is at the bottom of the table, and a blue 'Save' button is at the bottom of the page. A cartoon character is sitting at a computer on the left, with a red arrow pointing from the character to the 'Delete Employer SEVIS Research Foundation' button.

Employer #	Employer Name	Date	Errors
706629	SEVP A...	4/15/2017 - 4/11/2018	
728831	SEVIS R...	8/6/2017 -	

Scene Description	Narration
Screenshot of the list of employers on the expanded <i>Employment</i> page. An arrow points to the Delete Employer button.	To delete an employer, Luc finds the summary for the employer he wants to remove. The portal displays a Delete Employer button under each employer. To avoid confusion, this button also displays the name of the employer. Luc clicks the Delete Employer button.

Scene 29– Delete Employer Confirmation



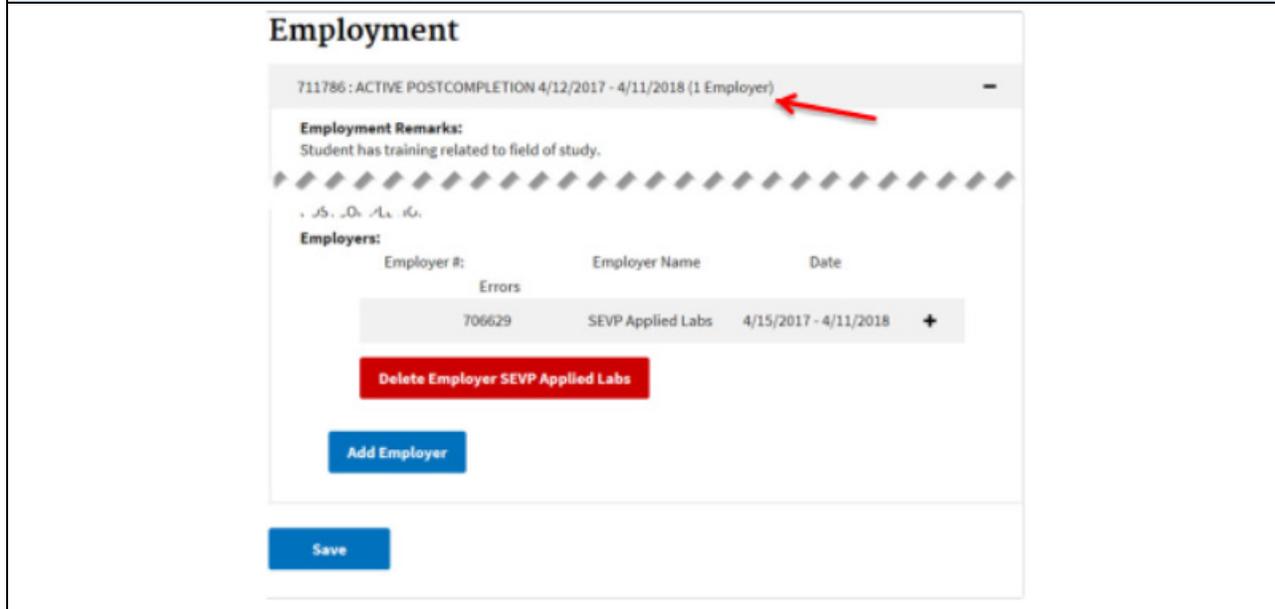
The screenshot shows a web application interface for managing employers. On the left, there is a sidebar with a search bar and a list of filters. The main content area displays a table of employers. The first row is partially visible with the number '70'. The second row shows '728831 SEVIS R...' and '8/6/2017 -'. A red button labeled 'Delete Employer SEVIS Research Foundation' is visible below the second row. A blue button labeled 'Add Employer' is at the bottom. A confirmation modal window is open in the center, titled 'Message from webpage', with the text 'Are you sure you want to delete employer SEVIS Research Foundation?' and 'OK' and 'Cancel' buttons.



A cartoon illustration of a person with dark hair, wearing a green shirt, sitting at a desk with a computer monitor and keyboard.

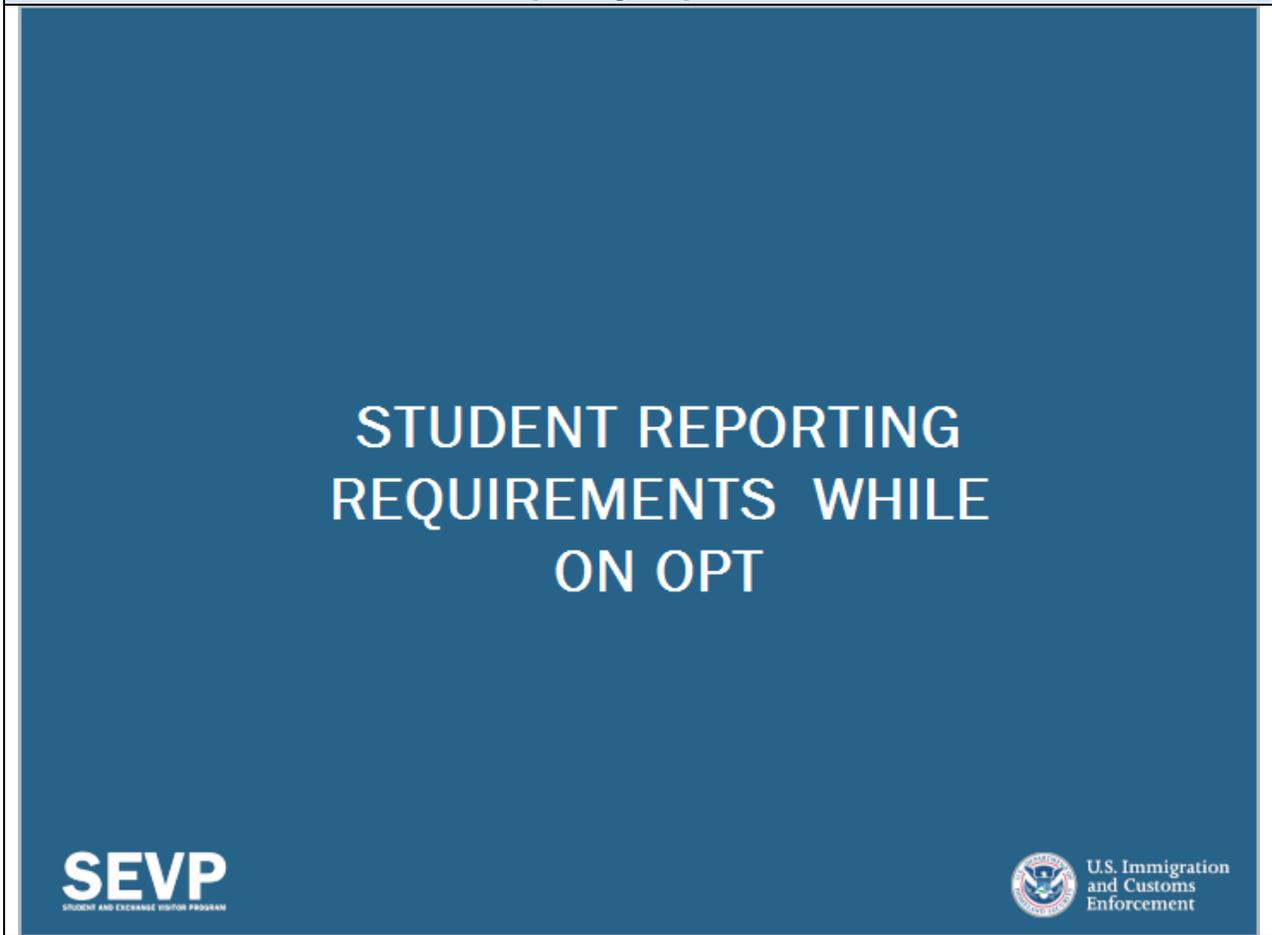
Scene Description	Narration
Screenshot of the list of employers on the expanded <i>Employment</i> page with the confirmation modal open.	<p>A confirmation message opens.</p> <p>Luc clicks OK to confirm that he wants to delete the employer.</p> <p>Students should only use the Delete Employer button to delete employers for whom they have never worked.</p>

Scene 30- *Employment* Page – Post Deletion



Scene Description	Narration
Screenshot of the list of employers on the expanded <i>Employment</i> page. Arrow points to the employer counter in the OPT authorization summary bar.	There is no success message, but the employer no longer appears on the page and the number of employers is down to one.

Scene 31 –Section title – Student Reporting Requirements



Scene Description	Narration
The slide displays no instructional images or animations	STUDENT REPORTING REQUIREMENTS WHILE ON OPT

Scene 32 – Post Completion OPT Reporting

8 Code of Federal Regulations 214.2(f)

Students have 10 days to report changes to:

- Name and email address to their DSO and
- Through the SEVP Portal:
 - Home and mailing address
 - Telephone number
 - Employer Information:
 - Start or end date
 - Employer name
 - Employer address (physical site where work is performed)



8 CODE OF FEDERAL
REGULATIONS 214.2(f)
(12)

Name and email address changes must be reported to the DSO. They cannot be reported in the Portal.



Scene Description	Narration
Text slide	<p>Students have ten days from the change to report new name, email address, home and mailing address, telephone number, and employer information like the start or end date of employment, employer name, employer address which is the physical site where the work is performed.</p> <p>Name and email address changes must be reported to the DSO. They cannot be reported in the portal. The regulations are found at 8 Code of Federal Regulations 214.2(f)(12)</p>

Scene 32–Key Facts



Scene Description	Narration
The slide displays no instructional images or animations.	Key facts about the portal.

Scene 33 – Key Facts

Key Facts

Key Facts



SEVP Portal Log-in Page:

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



Portal emails are sent from:

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

- Add to your trusted sender list.
- Check spam/junk mail folder if email is not received.
- Contact your DSO if email is not received or if an email requests payment of any kind.

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM



Scene Description	Narration
Text Slide	<p>Students have ten days from the change to report new name, email address, home and mailing address, telephone number, and employer information like the start or end date of employment, employer name, employer address which is the physical site where the work is performed.</p> <p>Name and email address changes must be reported to the DSO. They cannot be reported in the portal. The regulations are found at 8 Code of Federal Regulations 214.2(f)(12)</p>

Scene 34 – Section Title - Resources



Scene Description	Narration
Section title slide	What resources are available for the portal?

Scene 35 – SEVP Portal Help Section

RESOURCES

SEVP Portal Help Section on Study in the States



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





Scene Description	Narration
Text slide	Complete instructions and helpful resources for using the portal are available on the SEVP Portal Help section of the Study in the States website.

Scene 36 – SEVP Portal Help Section

Resources

SEVP Portal Help Section on Study in the States

Provides:

- Overview information
- Instructions on using the Portal
- Access to:
 - SEVP Portal User Guide
 - SEVP Portal Tutorials
 - OPT student reporting requirements
 - Many other useful resources



Scene Description	Narration
Text slide	This site provides: <ul style="list-style-type: none">• overview information• instructions on using the portal• and access to:<ul style="list-style-type: none">○ SEVP Portal User Guide○ SEVP Portal videos○ OPT student reporting requirements And many other helpful resources

Scene 37 – Engage with SEVP

RESOURCES

Engage with SEVP

Stay Connected



KEY NEWS
AND CONTENT

StudyintheStates.dhs.gov/Blog



@StudyinStates



[Facebook.com/StudyintheStates](https://www.facebook.com/StudyintheStates)



[Linkedin.com/Company/Student-and-Exchange-Visitor-Program](https://www.linkedin.com/company/student-and-exchange-visitor-program)

SEVP
STUDENT AND EXCHANGE VISITOR PROGRAM



U.S. Immigration
and Customs
Enforcement

Scene Description	Narration
Text slide	Engage with SEVP. Stay connected! Access key news and content in the Study in the States blog. Follow us on Twitter, Facebook, and Linked In.

Scene 38 – SEVP Contact Information

RESOURCES

SEVP Contact Information



PHONE

703-603-3400



EMAIL

Case-specific questions
SEVP@ice.dhs.gov

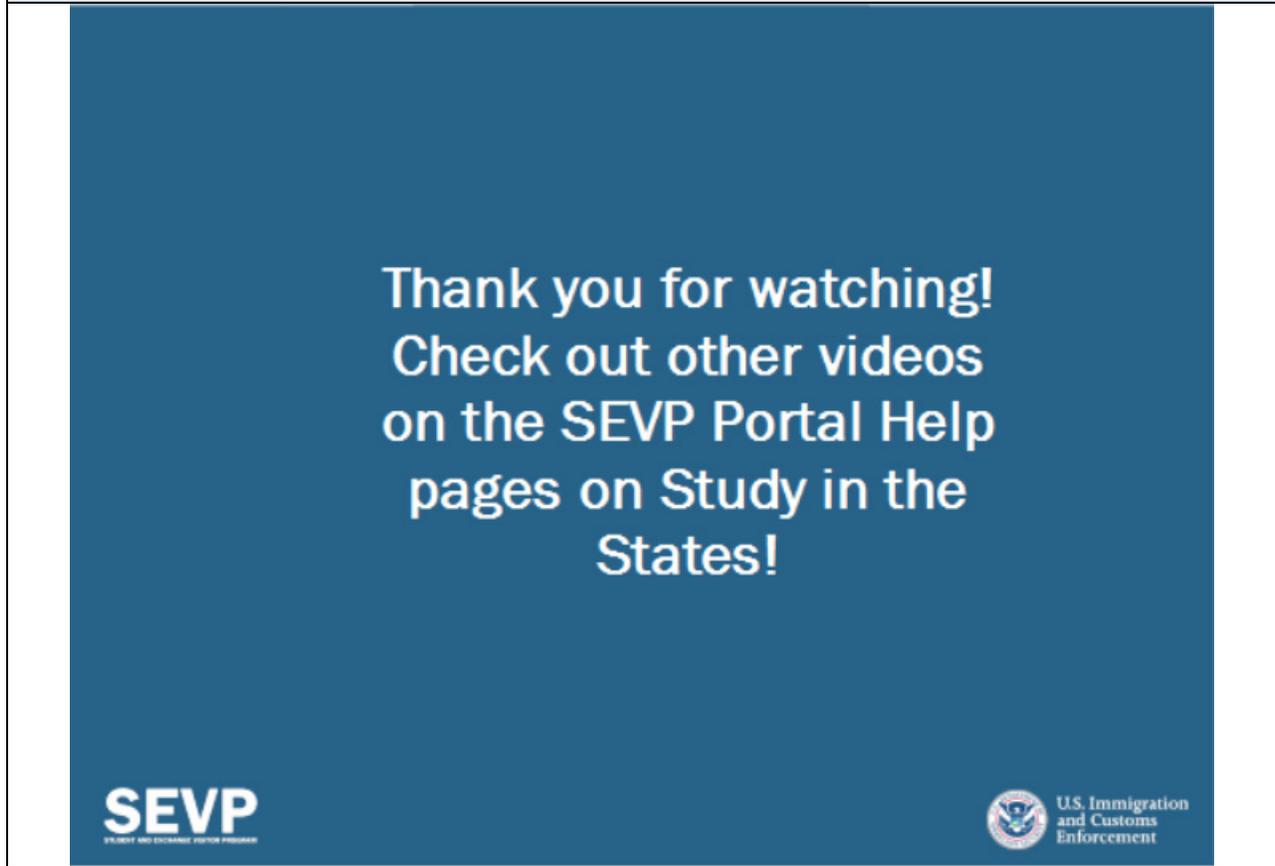
Monday through Friday, 8 a.m. to 6 p.m. ET, except holidays



U.S. Immigration
and Customs
Enforcement

Scene Description	Narration
Text slide	Contact SEVP by phone at (703) 603-3400 or by email at SEVP@ice.dhs.gov . The office is open Monday through Friday 8 AM to 6 PM Eastern time, except for holidays.

Scene 39 – Closing slide



Scene Description	Narration
	Thank you for watching! Check out other videos on the SEVP Portal Help pages on Study in the States!