SEVP PORTAL & YOU

A STUDENT OPTIONAL PRACTICAL TRAINING REPORTING TOOL
WHAT IS THE SEVP PORTAL?

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

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

The SEVP Portal can be used by the following groups:

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

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

This email will come from:

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

This email is NOT USCIS (the agency who processed our OPT/STEM OPT filing)
WHEN DO YOU USE THE SEVP PORTAL?

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

You will receive the Portal Access email once your OPT is Approved AND the OPT begins.
HOW TO ACCESS THE PORTAL

- 1st Time Portal Access
HOW TO ACCESS THE PORTAL

Accessing the Portal after Initial Use

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

https://sevp.ice.gov/opt
MAINTAINING STATUS ON OPT

MAINTAINING STATUS ON OPT

SEVP Portal

SEVIS
Student & Exchange Visitor Information System
1-800-892-4829
SEVIS Help Desk
HOW DOES THE PORTAL WORK WITH SEVIS?

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

- SEVIS to Portal changes may take up to 24 Hours to appear.
MAINTAINING STATUS ON OPT

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

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

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

1. Create SEVP Portal account to check your address (where you physically live) and employer information – You may only update your address and current employer information.

2. If changing employers, submit a new form I-983 completed by you and your new employer to intlservices@fdu.edu

3. When ending employment, update your employer end date in the SEVP Portal and submit the Final Evaluation located at the bottom of page 5 of the I-983 to intlservices@fdu.edu

4. The Final Evaluation must be completed by you and signed by your previous employer.

5. Once your information is updated with ISS you will be contacted to receive your updated I-20 with new employer information.
MAINTAINING STATUS ON OPT

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

Forms and Packets:

http://view2.fdu.edu/international-students/forms-packets/
TROUBLESHOOTING RESOURCES

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

Some common ERROR messages are:

• Invalid Addresses
• Incomplete Information
• Locked Portal Account

https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf
TROUBLESHOOTING RESOURCES

WHAT YOU CAN DO

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

WHAT ISS CAN DO

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

ADDITIONAL RESOURCES

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

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