SEVP Portal
Quick Tips for Navigating "The Portal"

What is the SEVP Portal?
- Reporting tool for students on OPT to update:
    1. U.S. Mailing Address
    2. U.S. Physical Address (if different than Mailing Address)
    3. Telephone Number
    4. Employer Info
    5. Supervisor Info (for STEM OPT students only)
- Portal Will Allow:
    1. Self-reporting on home address & employer's info to the SEVIS record without contacting DSO
- Portal Will NOT Allow:
    1. Changes to additional info
    2. Direct access to the SEVIS record

Is the SEVP Portal the same as SEVIS?
- No, the Portal is separate from SEVIS
- The Portal will not grant students access to SEVIS
- Information reported/changed in the Portal will upload to the student's SEVIS record

Who may access the SEVP Portal?
- F-1 students on (regular 12-mont) OPT
- F-1 student on STEM OPT

When may I access the SEVP Portal?
- Students can access to SEVP Portal on their first day of OPT
- You will receive an email from this account - do-not-reply.SEVP@ice.dhs.gov
    1. Email titled **"*Optional Practical Training Approval - the next step. Create an SEVP Portal account*"**
    2. Email will give instructions on how to login to the Portal

Why do I need to access the SEVP Portal?
- Regulations require F-1 students to report changes in home address and employer info within 10 days of the change
- The Portal allows students to be responsible for making updates themselves rather than contact their DSO

May I change my email address in the SEVP Portal?
- No, only your DSO can change your email address
- Contact LLU ISSS to update your email in SEVIS
- After the SEVIS update, then your new address will work in the Portal

Who do I contact if I get locked out of my SEVP Portal account?
- Contact LLU ISSS Office to unlock your Portal account

Resources
- SEVP Portal Help – https://studyinthestates.dhs.gov/sevp-portal-help
- SEVP Portal User Guide – See attachment
- Create an SEVP Portal Account – https://studyinthestates.dhs.gov/create-an-sevp- portal-account
- SEVP Tutorial Videos – https://studyinthestates.dhs.gov/sevp-portal-videos

Examples

SEVP Portal Login Screen:

Updating U.S. Address screen: *Updating Employer Info screen:*