

SEVP Portal

Quick Tips for Navigating “The Portal”

LAUNCHES – March 23, 2018

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-month) 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 Office 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:

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
Newemail@provider.com


Password
.....

[Reset Password](#)

This system supports the following browsers: IE11 and above, Mozilla 38 and above, Google Chrome Version 53.0.2785.116 m and above, Safari OS X and above

Department of Homeland Security Consent

Updating U.S. Address screen:

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

Luc Montoya | [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.

3809 Nancy Ln

Address 2: *Optional*

City: Port Washington **State:** 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:**

Updating Employer Info screen:

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: Arlington **State:** Virginia

Zip Code: 22201