

STEM - SEVP Portal Q&A

On March 23, 2018, the Student and Exchange Visitor Program (SEVP) launched the SEVP Portal. The portal is a tool that F-1 students on STEM OPT can choose to use to report changes to their home address, telephone number. After your work authorization begins, you are eligible to use the portal. Please read the following information carefully. **You will never be charged to access the SEVP Portal.**

What is the SEVP Portal? SEVP Portal is an important tool that lets students on STEM OPT meet their legal reporting requirements related to home address, telephone number. Students are also responsible for reporting their current employment information to OIS directly (not through the Portal).

What are the benefits of using SEVP Portal? Direct access to view and see all employers listed in one place.

How do I set up an account to use the SEVP Portal? After STEM OPT begins, you will receive an email with instructions on creating a portal account. This email will come from do-not-reply.sevp@ice.dhs.gov and will be sent to your Fordham email account. If you do not see the email, check your spam or junk mail folder. The Portal email will contain instructions and a link that you must use to create the account. The link is unique to each student, you cannot share the link with other students. Please note that **your account will become LOCKED if you do not log in for over 90 days**. Please go into the Portal to keep your account active- otherwise you will have to request an “account reset” to continue to use it after 90 days of inactivity.

What if I do not receive an email after the start date on the STEM OPT card begins? An OIS advisor can look into it for you. Please submit a request to OIS via our [Portal Account Reset Request Form \(goo.gl/CERDB8\)](#).

What is the link to log into my SEVP Portal Account once it is created? <https://sevp.ice.gov/opt/#/login>

Is there a difference between how I can update employment through the SEVP Portal under OPT and STEM OPT? Yes. Due to the reporting requirements of STEM OPT and I-983 Training Plan, there are limitations of what students can update through SEVP Portal. Please see the chart below on how to use Portal.

What if I forgot my password and my account is locked? An OIS advisor can reset the account for you. Please request account reset by submitting to OIS here: [Portal Account Reset Request Form \(goo.gl/CERDB8\)](#)

What if I want to change the email address that is associated with my SEVP Portal account? Please email an OIS advisor directly and put in the subject line: “Request to change email” to change the email connected to your SEVP Portal account. Your account will be reset and account set up instructions and a unique link will be sent to your designated email address from do-not-reply.sevp@ice.dhs.gov

Is the SEVP Portal the same as SEVIS? The SEVP Portal is a tool that communicates information directly to SEVIS. Any data updates you make in the Portal will be sent directly to Student and Exchange Visitor Information System (SEVIS). Please note: You are still expected to comply with all [OPT](#) and/or [STEM](#) responsibilities.

How can I find out more about how to use the SEVP Portal? You are encouraged to use the following resources provided by SEVP:

- The [SEVP Portal User Guide](#) which provides screenshots and detailed step-by-step instructions for using the portal. (https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf)
- [SEVP Portal videos](#) (<https://studyinthestates.dhs.gov/sevp-portal-videos>)
- A useful [one-page reference sheet](#) on the portal. (https://studyinthestates.dhs.gov/assets/sevp_portal_onepager.pdf)

HOW TO USE THE SEVP PORTAL FOR STEM REPORTING PURPOSES

FIELD IN SEVIS PORTAL	REQUEST	ACTION REQUIRED
Employer Identification Number (EIN)	Edit EIN #	Can't use Portal to make this change. Contact OIS advisor to change.
Employer Name	Edit or make changes to employer name.	Do not use Portal. Contact OIS advisor. Changes can affect your I-983 on file.
	To Add or Delete an Employer	Do not use the Portal. Contact OIS advisor if you are Add/deleting employers because you must submit a new I-983 and other documents in order to qualify.
Employer Address	Want to Edit information about current employer address	Do not use the Portal. Contact OIS advisor. This information must match current I-983 on file.
Job Title	Change title of job at company	Use Portal
Supervisor: (First, Last name), phone number, email address	Edit information about current Supervisor	Do not use the Portal. Contact OIS advisor. This information must match current I-983 on file.
Full/Part-time	To Change employment from Full time to Part Time	Do not change this field. If you change it to Part time, you be in violation of STEM rules. Contact OIS advisor to discuss further.
Employment Start Date		Can't use Portal to make this change. Contact OIS advisor to change.
Employment End Date		Do not use the Portal. Contact OIS advisor. This information affects the current I-983 on file. When you finish any employment you must submit a FINAL evaluation (page 5 of I-983)
Relation to Field of Study		Do not change this field.

*****Use of the SEVP Portal is at your discretion. Office for International Services can not be held accountable for any data discrepancies that you decide to add/edit, change or report in the SEVP against the advisement of our office according to this chart of recommendations.*****