



SEVP Portal Q&A – for OPT

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 post-completion OPT can choose to use to report changes to their home address, telephone number and employer information and the information will be forwarded from the Portal to your SEVIS record. As a student on post-completion OPT, after your work authorization begins, you will be eligible to use the Portal. The Portal is accessible from both your mobile device and computer. Please read the following important information and upcoming changes carefully. As a reminder you will never be charged to access the SEVP Portal.

What is the SEVP Portal? The Student and Exchange Visitor Program (SEVP) Portal is an important tool that lets students on OPT meet their legal reporting requirements. Students are responsible for reporting:

- Current address and phone number
- Current employment information

What are the benefits of using the SEVP Portal?

- Direct access to update in real time your employment information. You can view and monitor your OPT employment.
- You will have the ability to see all employers associated with OPT in one place
- Maintain OPT responsibilities in a more efficient manner.

How do I set up an account to use the SEVP Portal? After your OPT or 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. It's important to note that **your account will become LOCKED if you do not log in for 90 days or over**. 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 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>

What Can I see in my SEVP Portal Account?

- View details about your post-completion OPT.
- Report changes to your address, telephone and employer information.
- View and update data on all your employers in one place.

(More information on the reverse side)

Fields in SEVP Portal	REQUEST	ACTION REQUIRED
Employer Name	Add/Edit	Report through the Portal
Employer Address	Add/Edit	Report through the Portal
Full/Part Time		Choose full-time. You can only report OPT employment if the work is more than 20 hours per week. If you work for more than one part-time employer which the hours adds up to more than 20 hours per week and both work are related to field of study, you can choose the part-time field. However, if you stop working for one employer and work less than 20 hours per week, you must report an end date to both employments.
Employment Start Date	Add/Edit	Report through the Portal
Employment End Date	Add/Edit	Report through the Portal
Relation to Field of Study	Add/Edit	Enter the following text: "To my best knowledge, this employment/experience is true and correct and it is related to my field of study."
Delete Employer		DO NOT USE. You should only edit the end date of employment if you wish to report the termination of employment.
Job Title & Supervisor Info		These fields are optional. Not required
Physical Address & Phone Number	Add/Edit	Report through the Portal

*****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.*****

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 \(goo.gl/CERDB8\)](https://www.dhs.gov/portal-account-reset-request-form)

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" You can ask 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 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](https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf) 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). (<https://studyinthestates.dhs.gov/sevp-portal-videos>)
- A useful [one-page reference sheet](https://studyinthestates.dhs.gov/assets/sevp_portal_onepager.pdf) on the portal. (https://studyinthestates.dhs.gov/assets/sevp_portal_onepager.pdf)

For additional questions please contact OIS directly (ois@fordham.edu).