

## SEVP PORTAL INFORMATION AND FAQ'S

Effective March 23, 2018, the Student and Exchange Visitor Program (SEVP) is launching a portal that will help SEVIS Active F-1 alumni on Post Completion OPT and STEM OPT meet some immigration reporting requirements. The SEVP Portal shares information with the Student and Exchange Visitor Information System (SEVIS), but does not give you direct access to SEVIS. The SEVP Portal also does NOT remove the need for F-1 alumni to report changes to UNK ISS.

### 1. SEVP Portal: How to Create an Account

- If your OPT or STEM OPT has been approved and is active, check your email inbox for an email notice that includes a link to the SEVP Portal registration pages. You can recognize the email by the sender and subject lines:
  - Sender: do-not-reply.SEVP@ice.dhs.gov
  - Subject Line: Optional Practical Training Approval – the next step. Create an SEVP Portal account
- The email contains a link you must use to create the account. The link is unique to you. You can only use the link once. *If you are unable to start the registration process, ask your UNK ISS advisor to have SEVP send you the email notice again.* Click the link. The initial Register page in the SEVP Portal registration process opens.
- Enter your SEVIS ID. Click submit. The next Register page opens to create your password.
- Enter a password. The password must meet the criteria on the page.
- Confirm the password.
- Click “Create Account”. The Portal opens the Log in page and displays a success message.

### 2. SEVP Portal: How to Log In and Navigate After You Have Created Your Account

- Visit <https://sevp.ice.gov/opt/#/login>
- Enter your email address and password on the login screen.
- On the Attestation page, click “Continue” to access the SEVP Portal. Clicking “Continue” signifies that you agree to the terms and conditions outlined on the page. If you do not agree, do not proceed into the SEVP Portal.
- To log out of the portal, click the log out link in the upper right hand corner of the header.

#### General Information:

- **Expand/Collapse Options:** Expand to view information or collapse to hide
- **Colors:** The colors of the action buttons in the portal tell you whether they can take that action. If an action is available for you to take, the button will appear bright blue with white text. If an action is unavailable for you to take, the button will appear grey with black text
- **Error/Success Messages:** The portal uses different messages and visual aids to help you enter data correctly. If you submit data incorrectly or submit incomplete information, the portal displays light pink error messages at the top of the page. If you submit data correctly, the portal

displays light green success messages at the top of the screen to reflect a successful submission.

- **Idle Time:** After 20 minutes of inactivity, the portal will ask you to confirm that they want to remain logged into the system. You must click OK to remain logged in. If too much time has passed and you do not respond to the prompt, the system will log you out.
- **Locked Account:** The SEVP Portal will lock your account if you do not log in to the portal for 90 days or after three failed attempts to log in to the system. Email [ISSOCurrent@utdallas.edu](mailto:ISSOCurrent@utdallas.edu) or call to speak with the Express Advisors on Tuesday and Thursdays from 9 am – 12 noon to unlock your account and/or request a password reset. Response times for email requests is approximately 2 business days.

#### **View History:**

- Click 'View History' in the top navigation bar to view a history of changes that have happened in your portal record.
- Click the plus (+) sign to the right of the event to expand its information. The event will indicate which field(s) changed and the old and new values for the field(s).

#### **Address Validation:**

- The portal will validate the physical and mailing addresses that you enter, meaning it will check to see if the address given is a valid one. If the system does not recognize an address, you will get an error message at the top of the page only, telling you that changes failed to save.

### **3. SEVP Portal FAQs**

#### **How do I create an SEVP Portal Password?**

If you have been approved for Post Completion (OPT) you will receive an invitation to create an account in the SEVP Portal. This email will be sent to your email address. Once you receive the link to create your SEVP Portal account, you will be required to create a password. Instructions for creating the password are included in the email.

#### **I didn't get an invitation to create an account for the SEVP Portal?**

If you are an F-1 alumni, you will only obtain an invitation for the SEVP Portal if all of the following conditions have been met:

- Your SEVIS record reflects that you have been approved for Post Completion OPT and/or STEM OPT and
- The start date for your period of Post Completion OPT is either today, or is in the past, and
- Your SEVIS F-1 immigration record is 'Active'

If you believe that you meet all of these conditions and you have not received an invitation for the portal to your email account:

- Check your spam or junk mail folder
- Email your UNK ISS Advisor

#### **What can I do and see in the SEVP Portal?**

F-1 alumni on Post Completion OPT will be able to:

- View, add and edit phone number.
- View, add and edit mailing and physical residential address.
- View, add and edit OPT employer information.

F-1 alumni on STEM OPT will be able to:

- View, add and edit phone number.
- View, add and edit mailing and physical residential address.
- View and edit employer information (cannot add).

**I've been locked out of my SEVP Portal. How do I request a password reset?**

Email your UNK ISS advisor to request a password reset.

**I edited data via the SEVP Portal. Will I get a new I-20? How will I get a new I-20?**

Maybe. The I-20 does print certain information regarding your employment. If you edit your employment information you may request an updated I-20 from UNK. Your I-20 does not print information regarding your address, and phone number; therefore, you will not need a new I-20 based on these changes.

UNK ISS is not notified directly when you make an update through the SEVP Portal. If you need an updated I-20 based on your edits please email your request to your ISS advisor at UNK.

**May I print an I-20 directly from the SEVP Portal after I make edits?**

No. The SEVP Portal does not allow you to print an I-20, only UNK can print and sign I-20s for you.

**Will logging into the SEVP allow me to access my SEVIS record?**

No. The SEVP Portal does not provide access to your SEVIS record, it only allows you to view and edit phone, address and employer information.

**If I update my information via the SEVP Portal, is it immediately available in SEVIS?**

The information you enter in the portal should be sent immediately to SEVIS to update your record.

**How soon after information is updated in SEVIS will it be available in the SEVP Portal?**

Information is sent from SEVIS to the SEVP portal once a day. Therefore, if there is a change made in SEVIS you should expect to see it in the SEVP Portal by the next day.

**Am I required to use the SEVP Portal to edit my information?**

No. At this point, you are not required to use the SEVP Portal. However, it is encouraged that you make use of this in order to ensure the information concerning your OPT is reported in a timely and accurate manner.