Instructions for Using the SEVP OPT Portal

On March 23rd, 2018, SEVP (the government office which runs SEVIS) is expected to launch an OPT portal which students on OPT can access to view and update certain information in SEVIS. Please note this is a new system, and updates may be frequent as both students and advisors become accustomed to the system’s capability.

The system is a free (no charge) system, meaning at no point in using it will you be required to provide any payment information or Social Security Number. If you see anything suspicious or believe any emails you receive may be fraudulent, please contact ISSS for guidance.

Please note: The Portal does not change a student’s reporting requirements in any way. The reporting requirements are still the same and the student must maintain contact with ISSS throughout the OPT and/or STEM OPT periods. The Portal is simply a new option to report employment while on OPT.

When will I be able to use the Portal?

The Portal launches on March 23rd. Students are expected to receive an email from do-not-reply.sevp@ice.dhs.gov. This is the only email address Portal information will be sent from. In order for a student to receive an email invitation to the portal, the student must:

1.) Have been approved for OPT by USCIS (and received the EAD card)
2.) Currently be on the OPT program (i.e. past the approved start date on the EAD)
3.) Have a current, up to date email address in MyUAlbany (this is the email address in SEVIS)

If you meet these three requirements but do not receive an email from SEVP, please check your junk or spam inboxes. If you still haven’t received it within 48 hours of launch/eligibility for the Portal, please contact ISSS for assistance.

How do I set up the Portal account?

You will need to follow the link and instructions in the email sent by SEVP, including entering your SEVIS number (the SEVIS ID “N00” number on the upper left portion of your I-20). If you do not set up the account within 14 days of the invitation email from SEVP, or if
the account is locked due to three failed attempts to log-in, you must contact ISSS for assistance.

What can I do in the Portal?

For most students, the Portal’s primary benefit will be viewing your current employer information and other details related to OPT or STEM OPT.

While the Portal allows students to update their address, phone number, or email, please DO NOT use the Portal to make these updates. Continue to update your SEVIS USA address, phone number, and email in MyUAlbany. If you make these updates in the Portal only it will cause data problems with your record. Update MyUAlbany first, and then you can verify the updates by viewing the information in the Portal 2-4 days after the update.

OPT students will have the ability to report their employer information through the Portal. However, you may continue to report by submitting the OPT Data Form to ISSS@albany.edu.

STEM OPT students should not use the Portal to update employer information. STEM OPT students are required to submit I-983 updates, so any employment updates should continue to be done through ISSS using the OPT Data Form rather than through the portal.

What happens once I set up the Portal?

Students only need to set up the Portal account once, but you will be required to update the password every 90 days due to Department of Homeland Security requirements. It is our current understanding that you will get an email prompt for this. If you find the account is locked, please contact ISSS for assistance. To reset a password, there should be a password reset option on the Portal.

Once your Portal is set up you can use it to report changes to employment. Reporting requirements are unchanged due to the Portal; you are still responsible to report changes in employment, status, and/or demographic data.

What is the URL for the Portal?

https://sevp.ice.gov/opt/#/login

Where can I find information/resources to help me use the Portal?

SEVP has created a “Help Hub” page featuring videos and other step by step instructions, here: https://studyinthestates.dhs.gov/sevp-portal-help. You may also contact ISSS for assistance.