

Instructions for Using the SEVP OPT Portal

SEVP (the government office which runs SEVIS) has launched an OPT portal which students on OPT can access to view and update certain information in SEVIS.

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.

Students on OPT have two methods to report employment updates: through ISSS by using the [OPT or STEM Employment Reporting EForm](#), or through the SEVP Portal. It is a student's choice which method to use.

- **All demographic updates** (i.e. address, phone number, and email) **must be made in MyUAlbany**, not through the Portal.
- All **6 month check-ins must be made to ISSS** using the [OPT or STEM OPT Reporting Eform](#); it is not possible to do a 6 month check-in through the Portal.
- While it is a student's choice to use either the Portal or the [OPT or STEM OPT Reporting EForm](#), students should understand that **by choosing the Portal to report changes the student is assuming full responsibility for reporting and any related risks.** In the event a student misuses the Portal (for example, deletes an employer), this may cause serious consequences for his/her status (for instance, if an employer is deleted by the student he/she may appear to have exceeded the allowed unemployment time and therefore risk the SEVIS record being terminated). **Do not delete an employer** simply because you end employment; enter an end date for that employer instead.
- Alternately, a student may choose to **report through ISSS using the [OPT or STEM OPT Reporting Eform](#)**. ISSS advisors are professionals with expertise in reporting, and therefore report the information you provide them directly into SEVIS.
- When an advisor reports to SEVIS, the information should be viewable by the student in the Portal within **1-3 business days**.
- If using the Portal, **do not delete an employer** when you end employment. Instead, enter an employment end date. If changing employers, the Portal instructions are to enter the new employer first before entering the end date for a prior employer. If you are currently unemployed, you must still report the employer end date within 10 business days as required by regulation, even if you don't yet have new employment to report. **Not following these instructions could lead to errors in the unemployment counter on your SEVIS record, which could lead to your record being terminated by DHS.**

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

When will I be able to use the Portal?

Students will receive an email from do-not-reply.sevp@ice.dhs.gov with information on how to create an account to log into the SEVP Portal. This is the **only** email address Portal information will be sent from. In order for a student to receive the 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 within 48 hours you still haven't received an e-mail, 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 to ISSS by submitting the [OPT or STEM OPT Reporting EForm](#).

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 or STEM OPT Reporting EForm](#).

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.