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Subject: SEVIS Introduces New Student-Facing Portal for F-1 Students on OPT
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SEVIS Introduces New Student-Facing Portal for F-1 Students on 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 OPT/STEM OPT can use to report changes to their home/mailing address, telephone number and employer information. The portal will be accessible from both mobile devices and computers. Use of the portal is voluntary but highly encouraged by SEVP and Rutgers Global – International Student and Scholar Services.

I. When and How Will OPT Students Gain Access to the Portal?

The SEVP Portal will only be accessible to students whose OPT has been approved and is active. If a student's OPT is already approved and active (meaning the student has been issued an employment authorization document (EAD) card and the start date of the EAD has passed), the student will receive an email from SEVP with instructions on creating a portal account around March 23. This email will come from do-not-reply.sevp@ice.dhs.gov to the student's email address associated with the student's SEVIS record. If students are unsure which email address is associated with their SEVIS account, students should monitor all email accounts for the email from SEVP. Students should check their spam or junk mail folder also to ensure they didn't miss the email. If a student's OPT is approved and active, but the student hasn't received an email from SEVP by April 9, 2018, the student can contact Rutgers Global–International Student and Scholar Services to request a resend of the email. If a student's OPT status in SEVIS is still "requested" or pending" as of March 23, the student will not receive an email until the OPT status has been changed to "approved" and the start date of the EAD has passed.

II. How Do Students Use the Portal?

The SEVP Portal will allow students to:

- View details about their post-completion OPT or STEM OPT;

- Report changes to their residential address, telephone number and employer information;
- View and update data on all of their employers in one place.

The SEVP Portal and Student and Exchange Visitor Information System (SEVIS) will regularly share data. Data entered into the Portal will be sent immediately to SEVIS to update the student's record. Information will come from SEVIS to the Portal only once a day. Therefore, any updates made to a student's information in SEVIS will appear in the Portal the next day. The SEVP Portal User Guide provides detailed instructions for using the portal.

- For Students on Post-Completion OPT: Students on OPT will be able to add, edit, and delete employer information. ISSS highly recommends that students on OPT create a Portal account as soon as they receive an email from SEVP and begin reporting employment information using the SEVP Portal instead of the ISSS OPT Update Form. Students should take care to avoid duplicate submissions: once a student has updated their OPT information in the SEVP Portal, the student should not submit the same information through the OPT Update Form (unless otherwise instructed by ISSS).

- For Students on STEM OPT: Students on STEM OPT will not be able to add or delete any employers in the SEVP Portal. To add or delete an employer, the student must submit an OPT Update Form including a completed Form I-983 to ISSS using the RGLOBAL online portal. Students on STEM OPT will be able to edit some of their employer's information in the SEVP Portal, but if the student needs to edit any of the read-only fields, the student must contact ISSS. STEM OPT Students should review all STEM OPT reporting requirements listed on our OPT Reporting Requirements page as well as the Study in the States website: https://studyinthestates.dhs.gov/students-stem-opt-reporting-requirements.

III. What Should Students on OPT/STEM OPT Do Now?

Students should familiarize themselves with the information available about the Portal. Please review the following resources provided by SEVP:

- Information about the portal
- The SEVP Portal User Guide which provides screenshots and detailed step-by-step instructions for using the portal
- SEVP Portal videos
- A useful one-page reference sheet on the Portal

At this time, Rutgers Global does not possess any additional information about the Portal other than the information and links provided in this email. If students have any questions about the portal or need assistance, they can call the SEVP Response Center at 703-603-3400.

Sincerely,

Rutgers Global–International Student and Scholar Services