

What is the SEVP Portal?

As of March 23, 2018, the Department of Homeland Security's Student and Exchange Visitor Program (SEVP) rolled out the SEVP Portal, a website that allows F-1 students to meet the mandatory SEVIS reporting requirements of updating addresses, phone numbers, and employment changes.

All SEVP Portal communications will only be sent to the "preferred" non-SJSU email in MySJSU. Please update your preferred email in MySJSU prior to submitting your OPT application to USCIS. Please be sure not change the preferred email in MySJSU once your SEVP Portal account is created. Also, note that you will lose your access to your SJSU email account one year after your last semester at SJSU; if you wish to keep your SEVP Portal access after this time, you will need to provide a non-SJSU email address.

All address, telephone and employer changes must be reported in the SEVP Portal within **10 days of the change**. OPT students no longer need to report the changes to ISSS.

STEM students can **ONLY** update addresses and phone numbers, and **REVIEW** employment information through the SEVP Portal. STEM students need to continue reporting employment changes to ISSS and validating employment record through the SJSU [Employment Update Report Form](#).

Who's eligible to use the SEVP Portal?

Students will receive an invitation email from SEVP when:

- 1) The status of an OPT request in SEVIS has changed to "Approved"
- 2) OPT start date is not in the future on your approved OPT EAD card.

How to create a SEVP Portal account?

An account creation email will be sent to students from do-not-reply.SEVP@ice.dhs.gov. The subject line of the email will be "**Optional Practical Training Approval - the next step. Create a SEVP Portal account**". The only way to get to the portal registration page is to use the link in the email, and the link is unique to each student. The email will be sent to the "preferred" email saved in MySJSU. Please be sure your email is valid, updated, and checked as "Preferred" in the box next to the email address in MySJSU. Your preferred email will also be your SEVP Portal user ID. Remember, because SJSU email account will be deleted one year after your last semester at SJSU, the "preferred" email must be your non-SJSU email. For more information, please go [here](#).

How to maintain your SEVP Portal account?

As a US government system, the SEVP Portal must conform to the federal government's

part of the requirement, your SEVP Portal account password resets every 90 days; please do choose a strong password that is easy to memorize. Please do not share your ID and password with other people. To find out more information and tips on passwords set up, please go [here](#). If you have questions on how to reset your locked Portal account or to receive a new email invitation due to the expiration of a previous invitation, please scroll down to the “Most Frequently Asked Questions” section on this webpage.

Where can I go to find more information about the SEVP Portal?

You can find detailed information on the SEVP Portal from [Study in the States](#) and [SEVIS User Guide](#). We highly suggest our students watch the SEVP Portal Help videos and read the SEVIS User Guide for step-by-step guides to navigating and updating the SEVP Portal.

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[Form](#) to report your home address and use the [Employment Update Report Form](#) to report company addresses.

Can I still use the SJSU Employment Update Report Form to report my employment while I'm on OPT?

Yes. You can still use our service to report your employment, address, and phone number changes. However, we encourage our students to use the SEVP Portal to report changes while they are on OPT.

What happens if I haven't been logged into the SEVP Portal account for over 90 days?

You will need to request a password reset through the [SEVP Portal Access Form](#).