

# SEVP Student Portal – OPT and STEM OPT

MICHIGAN STATE  
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS  
Phone: 517.353.1720 | Fax: 517.355.4657  
E-mail: [oiiss@msu.edu](mailto:oiiss@msu.edu) | Web: [www.oiiss.msu.edu](http://www.oiiss.msu.edu)

As of March 23, 2018, the Student and Exchange Visitor Program (SEVP) will launch the SEVP Portal. The SEVP Portal is a tool that F-1 students on post-completion optional practical training (OPT) or science, technology, engineering and mathematics (STEM) OPT must report changes to their home address, telephone number, and employer information.

As a student on post-completion or STEM OPT, you will be eligible to use the portal. The portal is accessible from both your mobile device and computer. As a student with an approved OPT, it is your responsibility to update your employment information within 10 days of any change to your employment or contact information. The SEVP portal allows you to take responsibility for reporting employment or home address changes.

Students who are on active post-completion OPT and STEM OPT period will receive an email with instructions on creating a portal account on March 21, 2018. This email will come from [do-not-reply.sevp@ice.dhs.gov](mailto:do-not-reply.sevp@ice.dhs.gov). This is a free account; no money is charged by the government to open this account. *OISS requires you to sign up and report employment via this portal.*

## The SEVP Portal Will Send The Portal Account Creation Email To The Student If

1. The Student and Exchange Visitor Information System (SEVIS) shows that the OPT is approved by U.S. Citizenship and Immigration Services (USCIS) AND
2. The OPT is for post-completion or STEM OPT AND
3. The email is sent on or after the OPT start date as listed on the Employment Authorization Document (EAD) otherwise known as OPT card.

**NOTE:** If you meet all the above requirements and you do not see the portal account creation email after March 23, 2018, check your spam or junk mail folders of your MSU and personal email accounts. If you still do not see it, email The Office for International Students and Scholars (OISS) at [oiiss@msu.edu](mailto:oiiss@msu.edu) to have the email sent again.

## The SEVP Portal Will Allow Students On Post-Completion OPT

- View details about your post-completion OPT
- Report changes to your address, telephone and employer information
- View and update data on all your employers in one place

**NOTE:** Reporting employer information in the portal is different for STEM OPT than for post-completion OPT. Students on STEM OPT will not be able to add or change their own employer information. The form I-983 requires the student's OISS advisor to add employer information.

## The SEVP Portal Will Allow Students On STEM OPT

- View details about your STEM OPT
- Correct any errors in the employer's name. The employer name must match the employer that completed the I-983 form
- Update employer address: this address should reflect the physical location in which the STEM OPT student is employed
- Job title
- Update the supervisor information
- Update full or part-time change: Any significant decrease in hours per week that a student engages in a STEM OPT training may be considered a material change to STEM OPT. The student will be required to update the I-983 form.
- Update employment end date. The student must complete a final evaluation report and submit OISS
- Update relationship to the field of study: any changes to the employer's commitments or student's learning objectives is considered a material change to STEM OPT. The student will be required to update the I-983 form.

**NOTE: Students on STEM OPT cannot be self-employed**

Any data updates you make in the portal will be sent directly to the Student and Exchange Visitor Information System.

SEVP has created an [SEVP Portal Help \(https://studyinthestates.dhs.gov/sevp-portal-help\)](https://studyinthestates.dhs.gov/sevp-portal-help) section on [Study in the States](https://studyinthestates.dhs.gov) with:

- Information about the portal.
- The [SEVP Portal User Guide](https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf) which provides screenshots and detailed step-by-step instructions for using the portal. [https://studyinthestates.dhs.gov/assets/sevp\\_portal\\_student\\_user\\_guide.pdf](https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf)
- [SEVP Portal videos](https://studyinthestates.dhs.gov/sevp-portal-videos), visit <https://studyinthestates.dhs.gov/sevp-portal-videos>
- A useful [one-page reference sheet](https://studyinthestates.dhs.gov/assets/sevp_portal_onepager.pdf) on the portal. [https://studyinthestates.dhs.gov/assets/sevp\\_portal\\_onepager.pdf](https://studyinthestates.dhs.gov/assets/sevp_portal_onepager.pdf)