

**To:** All Federal and Contract SEVIS users (Government SEVIS users)

**Date:** July 19, 2017

**Re:** New Email Address for Submitting SEVIS Access Requests for SEVIS Users Outside of DHS and ICE

**Number:** 1707-01

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## **General Information**

As of June 29, 2017, the email address used to submit SEVIS Access Requests for federal and contractor users **outside** of ICE and DHS has changed.

The previous email address, [SEVP.Access@ice.dhs.gov](mailto:SEVP.Access@ice.dhs.gov), has been deactivated. The new email address is: [SEVISAccounts.ManagementMailbox@ice.dhs.gov](mailto:SEVISAccounts.ManagementMailbox@ice.dhs.gov). Please do not email SEVIS Access requests to other SEVP email boxes, e.g., [SEVIS@ice.dhs.gov](mailto:SEVIS@ice.dhs.gov), as this will only delay your request.

**Important Note: Only a federal supervisor, manager or sponsor has authorization to complete and submit requests for end users. Please note the following when submitting requests:**

- All requests must come from a government email account (e.g., .gov or .mil).
- A separate request must be submitted for each individual SEVIS access request.
- All forms must be in Adobe PDF format and submitted to the new email address: [SEVISAccounts.ManagementMailbox@ice.dhs.gov](mailto:SEVISAccounts.ManagementMailbox@ice.dhs.gov).
- All SEVIS requests must include the [Form G-872S, "SEVIS User Roles and Responsibilities,"](#) and the signature page of the [DHS ICE Rules of Behavior Form](#). Please ensure all required signatures are included.
- Ensure that the end user is copied on the submitted request to avoid delays in processing time.

Requests that do not follow the above requirements will be rejected.

All SEVP websites will be updated immediately with the new email address. We apologize for any inconvenience this change may have caused.

## **Comments**

To comment on this Broadcast Message, please email [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov) with "Broadcast Message 1707-01 Comment" entered in the subject line.

## **Disclaimer**

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