



Template Email for Students Eligible to Use the SEVP Portal

Dear Student,

On March 23, 2018, the Student and Exchange Visitor Program (SEVP) will launch the SEVP Portal. The portal is a tool that F-1 or M-1 students on post-completion optional practical training (OPT) or science, technology, engineering and mathematics (STEM) OPT can choose to use to 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.

You will receive an email with instructions on creating a portal account. This email will come from do-not-reply.sevp@ice.dhs.gov. If you do not see the email, check your spam or junk mail folder. If you still do not see it, contact your designated school official (DSO) to have the email sent again.

The SEVP Portal will allow you to:

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

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](#) section on Study in the States with:

- 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.

Use of the portal is voluntary but highly encouraged by SEVP. If you have any questions about the portal or need assistance, call the SEVP Response Center at 703-603-3400.

Sincerely,
[Insert DSO's signature line]