The Student and Exchange Visitor Program (SEVP) Portal

Students on post-completion or STEM OPT will be eligible to use the SEVP Portal to report employment and contact information. The portal is accessible by mobile device and computer. OPT participants are responsible for updating their employment and contact information within 10 days of any change. Updates made in the portal will be sent directly to the Student and Exchange Visitor Information System and will be viewable by ISS. Therefore, no additional notice is required by ISS for changes made successfully in the portal.

Post-completion OPT participants will receive an email from do-not-reply.sevp@ice.dhs.gov with instructions for creating a portal account. This email will be automatically generated on or after the OPT start date listed on the Employment Authorization Document (EAD) card. It will be sent to the email address provided on the OPT I-20 request form.

Note that students who listed their RIT email address on the OPT I-20 request form should use the @rit.edu domain (not the @g.rit.edu domain) when setting up their portal account.

If you do not receive the email to set up a portal account:

1. Confirm that you have checked the inbox of the email address provided to ISS on the OPT I-20 Request Form
2. Check the spam or junk mail folders of your email account
3. If you cannot locate the email, please contact our office at iss@rit.edu with your name and UID for assistance

If you get locked out of your portal account:

1. Click the Reset Password link on the SEVP Portal login page
2. Enter your email address and password. The SEVP Portal will send you an email with a temporary password to access the portal. You will be asked to create a new password

The SEVP Portal will allow students on Post-Completion OPT to:

- View details about their post-completion OPT
- Update their address, telephone, and employer information
- View and update all employer information

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 edit their own employer information. They will be required to submit a new form I-983 and an ISS advisor will make updates in SEVIS.

The SEVP Portal Will Allow Students On STEM OPT to:

- View details about their STEM OPT
- View job title: Changes to a job title and accompanying job responsibilities may be considered a material change to STEM OPT. Material changes require the employer to update the I-983 form.
- Update supervisor information
Update explanation of how work relates to the field of study: any change to the employer’s commitments or student’s learning objectives is considered a material change to STEM OPT. Material changes require the employer to update the I-983 form.

NOTE: If you need to make a change to any of the “READ-ONLY” Fields in your SEVP portal, please email optstem@rit.edu. Students on STEM OPT cannot be self-employed and employer must be e-verified.

The Study in the States website has an SEVP Portal Help section with the following:

- 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