

HOW TO ACTIVATE OR RESET YOUR SEVP PORTAL ACCOUNT

The SEVP Portal is an online account where F-1 students on OPT can report changes in address and employment information in order to meet legal requirements for maintaining F-1 status. When students submit information through the SEVP Portal, the information is updated to the SEVIS system. The SEVP Portal does not grant access to SEVIS.

On the start date of OPT, the student will receive an email from do-not-reply.SEVP@ice.dhs.gov. The email will contain a link and instructions on how to create an SEVP Portal Account. If a student does not receive the email, be sure to check all "Junk" inboxes. If the student is unable to find the email or needs to reset their SEVP Portal Account, a request must be made to a DSO. The DSO will need to access the student's SEVIS account to submit a request to reset the SEVP Portal Account. The student will then receive a new email containing a new link to activate or reset the SEVIS Portal Account. Please note that the link in the email expires after 31 days from the date the email is sent.

To submit a Request to Activate or Reset the SEVP Portal Account, please submit a request form online at:

<http://www.marshall.edu/iss/sevp-portal-link-request>

You will receive an email confirming receipt of your request. Please allow 1-2 business days for your request to be processed. Once your request is processed by a DSO, you will receive an email from do-not-reply.SEVP@ice.dhs.gov. Please follow instructions in the email to activate or reset your SEVP Portal Account. If you do not receive a response within 1-2 business days of submitting your request, please contact the Office of International Student Services at iss@marshall.edu.