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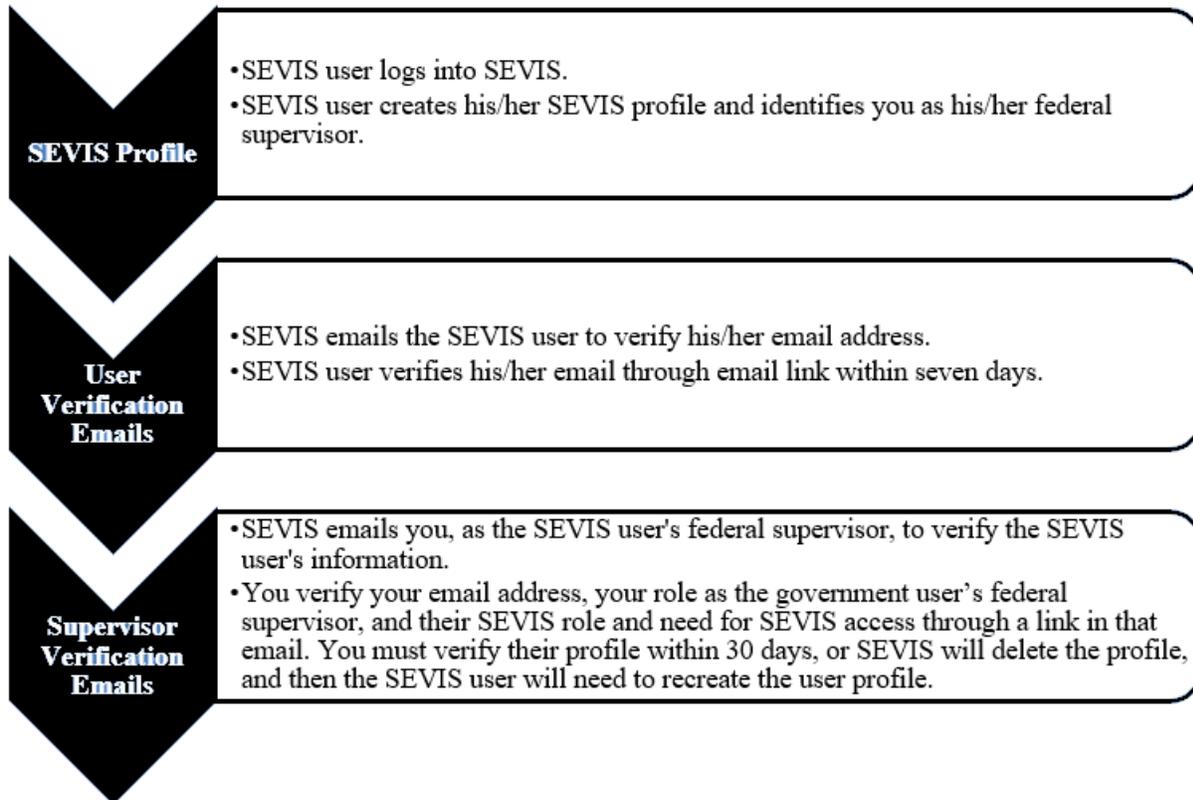
## Overview

All current and new SEVIS government users are required to create a user profile upon logging into SEVIS the first time. As their federal supervisor, you will need to finalize your subordinates' profiles by verifying:

- Your email address.
- Your role as the individual's supervisor.
- Your subordinates' need for continued SEVIS access in the role they have been assigned.



## SEVIS Profile Creation Process at a Glance



Do not confuse the SEVIS profile creation process with the process for getting access to SEVIS.

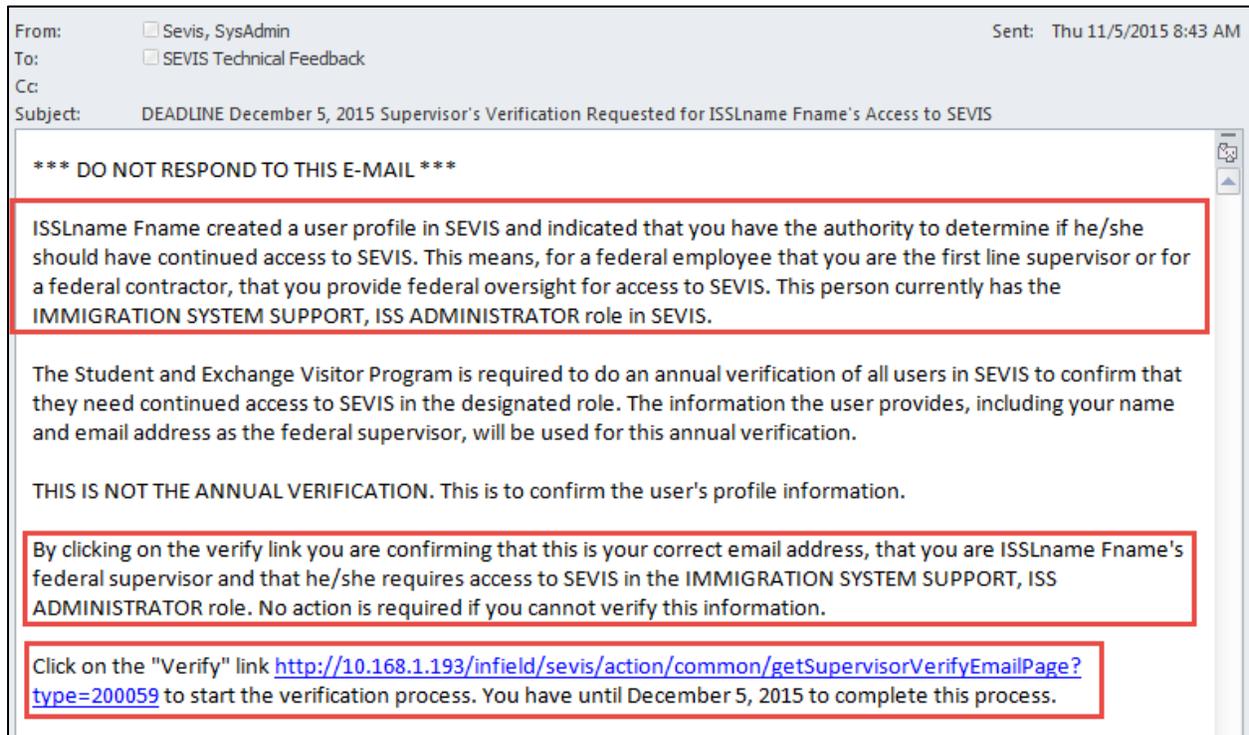
SEVIS access is managed by the SEVIS Account Management Team. Detailed instructions are available on the [SEVIS Access Instructions for Immigration and Customs Enforcement and other Agency Users](#) page.

**Important:** SEVIS users cannot create a profile in SEVIS until *AFTER* the SEVIS Account Management Team has granted the user SEVIS access.



## Supervisor's Verification Email

After the SEVIS user creates a SEVIS profile and confirms his/her own email address, you will receive an email that requires action within seven days.



The email indicates these main points:

- The name of the SEVIS government user and that you are the SEVIS government user's federal supervisor.
- That by clicking the link, you confirm your own email address, that you are the government user's federal supervisor, and that the government user needs the listed SEVIS role and access.
- That you have 30 days to complete the verification process.



The date in the verification link paragraph is 30 days from the date of the email.



## Finalize the SEVIS User Profile for Someone Who Reports to You

1. Click the email's **Verify link**. The *Verification for Government User* page opens.

### Verification for Government User

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**Verification Due Date:** December 5, 2015 (30 days left)

**User Information**

User Role  
**IMMIGRATION SYSTEM SUPPORT, ISS ADMINISTRATOR**

Full Name  
**ISSName FName**

Email Address  
[Redacted]@associates.ice.dhs.gov

Government Agency  
**DHS ICE - SEVP**

2. Review the information. Click either **Verify User** or **Cancel**.

- **Verify User:** Completes the verification process. A message indicates the verification was successful.

### Verification for Government User

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**E-Mail Confirmation Successful**

- **Cancel:** Cancels the verification process and closes the *Verification for Government User* window.



## Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

## Document Revision History

Date	Revision Summary
September 13, 2023	Updated icons and completed periodic review and update.
November 20, 2015	Initial Release