

How to Register for a SEVIS Temporary User ID

The SEVIS Log in Page includes a link used to obtain an ID and password for creating and submitting the electronic Form I-17. To register for a new account, perform the following:

1. Access the SEVIS Log in Page at <https://egov.immigration.gov/sevis>
2. Click the **Register for New Account** link. The system displays the Register for a New SEVIS Account screen.
3. At a minimum, complete all fields preceded by a red asterisk (*).
4. Click the **OK** button to submit.

Note: Your temporary user ID will be sent to you in an email message. You will receive a second email message that includes specific instructions on how to access SEVIS the first time to create and submit an electronic Form I-17. You may only submit one application with this temporary user ID.

Temporary User ID Information

You may use your temporary-user ID to create, retrieve, and submit an electronic Form I-17. Only one Form I-17 may be created using this temporary user ID. You have 30 days from the date the temporary user ID was created to complete and submit your Form I-17. If the application is not submitted within 30 days, your temporary user ID will be deactivated. Once the electronic Form I-17 has been submitted, no changes can be made to the form. However, after you have submitted your application, your temporary user ID will remain active for viewing and printing purposes until the I-17 is either approved or denied. Upon either approval or denial of your application, you will no longer be able to use your temporary user ID to access the system. You will be notified of the Service decision via e-mail.

When a submitted application has been approved, each Designated School Official listed on the application will receive an e-mail containing notification of his/her permanent user ID. Each user will also receive a separate email containing information on obtaining a password.

Temporary Password Information

If you forget your password, contact the SEVIS Help Desk (1-800-892-4829). Your current temporary account will be disabled and a new one will be created. Your account will also be deactivated if the application is not submitted within 30 days.