RUTGERS
UNIVERSITY | NEWARK

OPT APPLICATION PROCEDURE

APPLY EARLY!!! It takes USCIS around 90 days to adjudicate your OPT application from the date it is received and entered in the USCIS petition system.

STEP 1: Submit the following items on the checklist below to OISS:

	✓
NOTE: Do NOT staple any pages together, NO double-sided printed pages will be accepted.	
1. *OPT APPLICATION FORM* completed and signed by you.	
2. *ACADEMIC OFFICIAL'S CERTIFICATION FOR OPT* completed and signed by Academic Official.	
3. **Original** *Form I-765: Application for Employment Authorization* **typed** and signed. **Handwritten NOT accepted.**	
4. **Photocopy** of **current** Rutgers Newark I-20 and **ALL previous** I-20s, including I-20s issued by previous schools. I-20 INSTRUCTIONS page NOT required.	
5. Photocopy of all previous Employment Authorization Documents (EADs) granted by USCIS.	
6. Most recent I-94 Form printed from CBP website: https://i94.cbp.dhs.gov/I94/#/home.	
7. Photocopy of most recent visa page in passport.	
8. Photocopy of picture page of passport.	
9. Photocopy of passport page with expiration date if not on picture page **IMPORTANT**: *Passport must be valid at least 9 months into the future from filing date*.	
10. Two passport photos, less than 30 days old. Please see attached instructions for photo requirements. Print your legal name and your SEVIS ID on the back of each photo with pencil.	
11. Check or money order for $410 payable to "Department of Homeland Security." Write your SEVIS ID Number & "OPT Application" in the memo section.	

STEP 2: OISS will issue a new I-20 through SEVIS bearing the OPT recommendation. OISS will email you when your application is ready to be collected. OISS will also provide USCIS mailing instructions.

STEP 3: It is **YOUR RESPONSIBILITY to double check all documents in the OPT application packet and mail them to USCIS.** You must mail the OPT application to USCIS **IMMEDIATELY** after picking up from OISS, following OISS mailing instructions. Delay of mailing may jeopardize your eligibility for OPT.

STEP 4: Please keep the mail tracking number until receiving your Form I-797 Receipt Notice from USCIS verifying the OPT application has been received and entered in USCIS's petition system.

NOTE: Do NOT file your OPT Application to USCIS online.
Online filing requires fingerprints, causes delays, etc.

Last updated: 12/20/2016

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CERTIFICATION FOR OPTIONAL PRACTICAL TRAINING (OPT)

To be Completed ONLY by Academic Officials

Optional Practical Training (OPT) is temporary employment that is directly related to the major area of study of an international student in F-1 visa status and commensurate with the level of education being sought. An eligible F-1 student must apply with US Citizenship & Immigration Services (USCIS) for an Employment Authorization Document (EAD) to engage in OPT.

In order for OISS to determine the eligibility of the student on this form to file for OPT with USCIS, it is critical that you supply all of the information requested below.

Student Name: _____ RUID#_____

Degree (circle one):   Bachelor's   Master's   Doctorate

Primary Major: _____   Secondary Major:_____

School within Rutgers: _____

COMPLETION DATE: The US Federal Government uses **COMPLETION** date, **NOT** GRADUATION date to decide on F-1 student eligibility for Post-Completion OPT. It is the date when a student COMPLETES all degree requirements, NOT the commencement date or diploma issuing date. For example, a student who completes all program requirements on May 15th will lose eligibility to apply for OPT 61 days later on July 15th even if the student is considered graduating on October 1st due to delay of USCIS administrative procedures. Completion date for a graduate student with a dissertation/thesis option may be the date the dissertation/thesis is submitted to Graduate School; all other students use the ending date of the current semester.

The student MUST submit the OPT application to USCIS within 90 days before or up to 60 days after the completion date.

Coursework Completion Date (Excluding Dissertation/Thesis): _____/_____/_____
(*month / day / year*)

Degree Program Completion Date (Including Dissertation/Thesis): _____/_____/_____
(*month / day / year*)

The student will receive the _____/_____ diploma.
(*month/year*)

Graduate Program Director OR Undergraduate Academic Advisor:

Name: _____ Office Extension: _____ Email:_____

Signature_____ Date _____

College/Department _____

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OPT APPLICATION FORM

If you have not attended an Optional Practical Training (OPT) workshop conducted by OISS, please refer to the information on the OISS website before filling out the application forms.

TO BE COMPLETED BY STUDENT:

Name: _____ **RUID:** _____
             (First)   (Last)

Phone #: _____ **Non-Rutgers Email during OPT:** _____
                                                  PRINT CLEARLY!

Degree Program (circle one):   **Bachelor's**   **Master's**   **Doctorate**

Primary Major: _____ **Secondary Major:** _____

Program Completion Date (*See instructions on next page*): _____/_____ __/_____
                                                    (Month/Day/Year)

SEVIS ID:_____

I request the following dates for Optional Practical Training:

Start Date: _____/_____/_____   **End Date:** _____/_____/_____
        (Month/Day/Year)   *(Month/Day/Year)*

If you received OPT authorization from USCIS for your CURRENT education level, attach a copy of the EAD and write the start and end dates below:
_____/_____
        (Month/Day/Year)   *(Month/Day/Year)*

Using the space below, describe the position you are seeking or will hold during OPT. Your employment must be directly related to your field of study/major/degree.

_____

Immigration regulations require an F-1 student authorized by USCIS to engage in Optional Practical Training (OPT) to report to SEVIS, through OISS, employment information, any change of employment, address, phone number, email, name, etc. within 10 days of the change. OISS is responsible for updating the student's SEVIS record to reflect these reported changes.

I acknowledge that I understand the reporting requirements stated above. In order to maintain <u>timely</u> compliance, I agree that, while I am on OPT, I will complete the OPT Employment Reporting Form that can be downloaded from OISS website and email it to <u>oiss@andromeda.rutgers.edu</u>. It is OISS' responsibility to update the reported information on my SEVIS record.

Signature of Student:_____ **Today's Date:** ____/_____/_____

![Rutgers University | Newark logo]

PHOTO COMPOSITION TEMPLATE

Photo Composition Template

- Make sure the photo presents the full head from the top of the hair to the bottom of the chin
- Center the head with the frame
- The person in the photo should have a neutral expression and be facing the camera

Paper Photo Head Size Template

2 inch

2 inch

1 inch to 1 3/8 inch
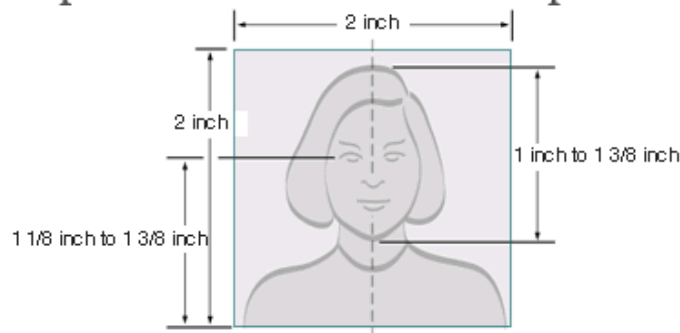
1 1/8 inch to 1 3/8 inch

- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm – 35 mm) from the bottom of the photo

Well Composed Photo Composition Examples

Do not wear glasses in your passport photos.

Further instructions can be found on the [Department of State website](#).