RUTGERS
UNIVERSITY | NEWARK

Office of International Student & Scholar Services (OISS)
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OPT APPLICATION PROCEDURES

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, or refer to http://travel.state.gov/content/passports/en/passports/photos/photo-examples.html. Print your legal name and your SEVIS ID on the back of each photo with pencil.	
11. G-1450 Authorization for Credit Card Transaction or check / money order in the amount of $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: 4/17/2018

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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 #: _____ **SEVIS ID:**_____

Personal Email (not a Rutgers email and not employer's email) during OPT:_____
 PRINT CLEARLY!

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

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

Program Completion Date (*refer to Certification for OPT*): _____/____ __/_____
 (Month/Day/Year)

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.

_____
 Note: Your employment must be directly related to your field of study/major/degree.

Upon approval of your OPT application, USCIS will send you an email with instructions for creating your SEVP Portal. Through the SEVP Portal, you are required to report your OPT employment information, any change of employment, address, or phone number within 10 days of the change. Contact your OISS advisor to report any change of name or email address.

I acknowledge that I understand the reporting requirements stated above. In order to maintain <u>timely</u> compliance, I agree that, after I am approved for OPT, I will create my SEVP Portal and utilize it to report changes of employment, address, or phone number within 10 days of the change. I will contact my OISS advisor to report name changes or email address updates.

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

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 F1 visa status and commensurate with the level of education being sought. An eligible F1 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: _____

(**IMPORTANT**: The Federal Government uses **COMPLETION** date, **NOT** GRADUATION date, to decide on F-1 student eligibility for Post-completion OPT. It is the date 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 administrative procedures. Completion date for a graduate student with dissertation/thesis option is/will 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 ninety (90) days before or up to sixty (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*)

Undergraduate Academic Advisor OR Graduate Program Director's

Name: _____ Office Extension: _____ Email:_____

Signature_____ Date _____

PASSPORT PHOTO INSTRUCTIONS

You must provide 2 passport photos – taken with the last 30 days – with your application.

- Your head must face the camera directly with full face in view.
- You must have a neutral facial expression or a natural smile, with both eyes open.
- Use a plain white or off-white background.
- Sizing requirements:

  - ➢ 2 x 2 inches (51 x 51 mm)
  - ➢ Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head

- Photos must be printed in color, on matte or glossy photo quality paper
- You cannot wear glasses. If you cannot remove your glasses for medical reasons, please include a signed note from your doctor with application.
- You cannot wear a hat or head covering. If you wear a hat or head covering for religious purposes, submit a signed statement that verifies that the hat or head covering in your photo is part of recognized, traditional religious attire that is customarily or required to be worn continuously in public. If you wear a hat or head covering for medical purposes, submit a signed doctor's statement verifying the hat or head covering in your photo is used daily for medical purposes. Your full face must be visible and your hat or head covering cannot obscure your hairline or cast shadows on your face.
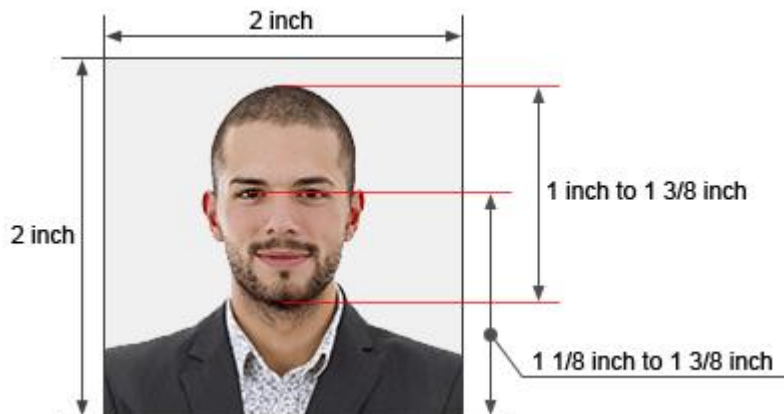
Using a pencil or felt pen, lightly print your full name and SEVIS ID on the back of each photo.

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