RUTGERS
Global

Preparing your Optional Practical Training (OPT) Application

Rutgers Global–International Student and Scholar Services

global.rutgers.edu

Last Update: Feb 26, 2024

OPT APPLICATION PROCESS

Notice

Please note that this tutorial provides guided recommendations. Information contained within should not be considered legal advice. Please remember that it is ultimately your responsibility to ensure the application materials you submit to USCIS are completed correctly.

This tutorial may change over time; please do not download this document, and instead access it newly each time at our website here with a cleared cache: global.rutgers.edu/OPT

If you are currently on an approved post-completion OPT period and applying for a STEM OPT Extension, instead follow the directions on our website here with a cleared cache: global.rutgers.edu/OPT-Extensions

OPT APPLICATION PROCESS

Overview

STEP 1 - Attend the appropriate workshop on the RGlobal Portal: Post-Completion OPT Workshop, or Off-Campus Employment Workshop (for pre-completion OPT)

STEP 2 - Prepare all application materials (using this step-by-step tutorial)

STEP 3 – Submit the Post-Completion OPT e-form request on the RGlobal Portal. Meet with an international student adviser (ISA) to review your application and request your new I-20 with OPT recommendation (appointment is optional but highly recommended)

STEP 4 - Receive your new I-20 with OPT recommendation (when you receive an email saying it's ready)

STEP 5 - Mail your completed application (including a signed copy of the new I-20 you just received) to United States Citizenship and Immigration Services (USCIS)

OPT APPLICATION PROCESS

Important Reminders

BEFORE YOU APPLY, PLEASE REMEMBER THE FOLLOWING:

- Pick **ONE method** to apply for OPT. Either apply online OR through mail - DO NOT apply both ways
- You MUST use the most updated I-765 form, which you can find at https://www.uscis.gov/i-765. **Be sure the barcode appears on the bottom of each page after printing**
- Your post-completion OPT application should NOT be mailed to the USCIS more than 90 days prior to the program end date on your new I-20 with OPT recommendation
- Your post-completion OPT application MUST reach the USCIS before the end of your grace period
- Your pre-completion OPT application should NOT be sent to the USCIS more than 90 days prior to your requested OPT start date
- Your OPT application MUST reach the USCIS within 30 days of the date your new I-20 with OPT recommendation was **issued**
- If approved, the Employment Authorization Document (EAD) card will be sent directly to you at the address you provided on the Form I-765 or AR-11. USPS will not forward the EAD to another address once shipped. Once you receive the EAD card, you are authorized to work on OPT between the start and end dates listed on the card
- You cannot begin working until you have received your new EAD card and the start date has taken effect
- If you are applying for post-completion OPT based on coursework completion, you must obtain your degree BEFORE your OPT period ends. Otherwise you are considered out of status
- You must be inside the U.S. to apply for OPT
- Understand the fees for the I-765 filing and premium processing, if needed

OPT APPLICATION PROCESS STEP 1

Attend the appropriate workshop

If you have completed your coursework or will soon be graduating, you must attend the Post-Completion OPT Workshop on the RGlobal Portal to receive important information to complete your OPT application and learn:

- What is Employment? Am I eligible for OPT? How can I apply for OPT?
- Defining Optional Practical Training
- OPT Timeline Scenarios
- Maintaining your status while on OPT and Reporting Requirements
- OPT Extensions

If you are looking for off-campus practical training (work) experience while you are still completing your degree requirements (CPT), you must instead attend the Off-Campus Employment Workshop on the RGlobal Portal

Go to: https://sunapsis.rutgers.edu/istart/controllers/start/StartEngine.cfm

Select: “Workshops” menu on the left

Navigate to the appropriate workshop

OPT APPLICATION PROCESS STEP 2

Prepare all application materials

- ❑ 1. Personal check, money order, cashier's check, or G-1450 (recommend to type) for fees
- ❑ 2. Form G-1145 (recommend to type)
- ❑ 3. Form I-765 (recommend to type)
- ❑ 4. Two passport-style color photographs of you taken recently and not used before
- ❑ 5. Copy of your passport picture page
- ❑ 6. Copy of your most recent F-1 visa (or I-797C approval notice if status was changed in US)
- ❑ 7. Copy of your electronic Form I-94 OR copy of your paper Form I-94 (front and back)
- ❑ 8. Unofficial full transcript that shows your name
- ❑ 9. Copies of all previous EAD cards (front and back) that have been issued to you, if applicable
- ❑ 10. Evidence of all previous CPT & OPT authorizations, if applicable (ex. copies of previous I-20s)
- ❑ 11. Copy of NEW I-20 with OPT Recommendation*

Submit your OPT Application materials for review on the RGlobal Portal e-form

* You will receive (11) your new I-20 with OPT recommendation after your application is reviewed by an international student advisor. You need this to apply for OPT

OPT APPLICATION PROCESS STEP 2

Special Note about Premium Processing

You may choose to apply for Premium Processing of your application for an **additional fee**. If you wish to do this, please follow the additional steps outlined by USCIS on their website here: https://www.uscis.gov/forms/all-forms/how-do-i-request-premiumprocessing

OPT APPLICATION PROCESS STEP 2

Academic Certification

Confirm your academic plans with your Academic Official

Undergraduate students: this is your **Academic Dean/Advisor**
Graduate students: this is your **Graduate Program Director**
RBHS students: this is your **Registrar**

You and your academic official need to confirm the following academic dates, as they will impact your OPT eligibility dates. Your academic official will provide confirmation of this to our office via the OPT I-20 Request e-form in the RGlobal Portal

- Date 1: Completion of all **coursework** (regular classes not including research/thesis work)
- Date 2: Completion of all **degree requirements** (including non-coursework requirements such as thesis/defense)
  - If you are applying for post-completion OPT, this date will likely be the new program end date on your I-20
  - That is also the last day you can work on-campus and CPT (if applicable); however, you may be paid following that date for work already completed

OPT APPLICATION PROCESS STEP 2

Selecting OPT Start and End Dates – Degree Requirement

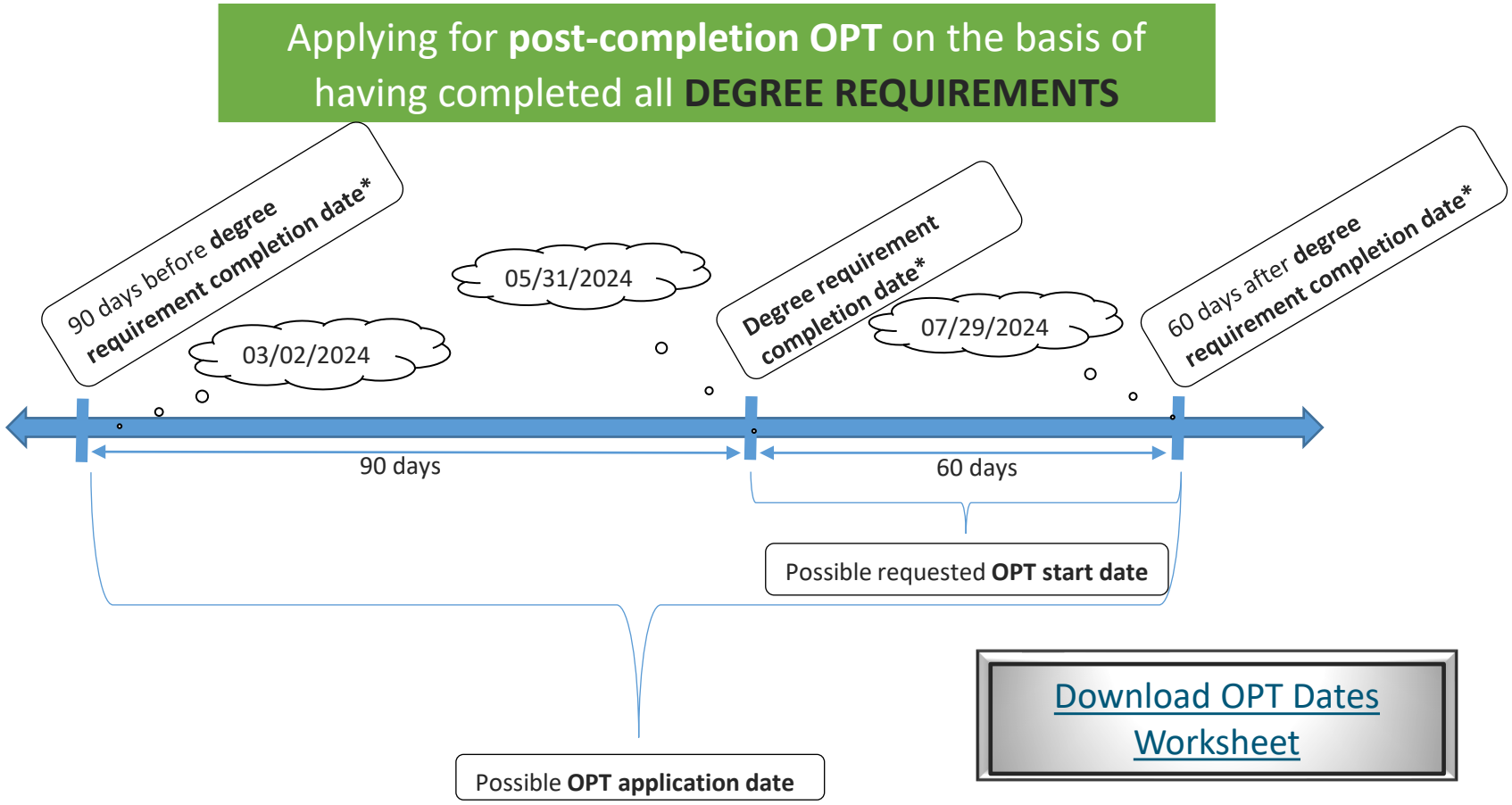
POST-COMPLETION OPT

SCENARIO 1: APPLYING FOR OPT AFTER COMPLETING ALL DEGREE REQUIREMENTS

The OPT application can be received by USCIS no earlier than 90 days before your degree completion date. You can start preparing your application materials before this, but cannot submit it to USCIS before the 90 days

The earliest possible requested OPT start date is the day after degree requirement completion date; the requested OPT start date must fall within 60 days of degree requirement completion date

*degree requirement completion date is determined by your academic official; generally this date is earlier than your current I-20 Program End Date

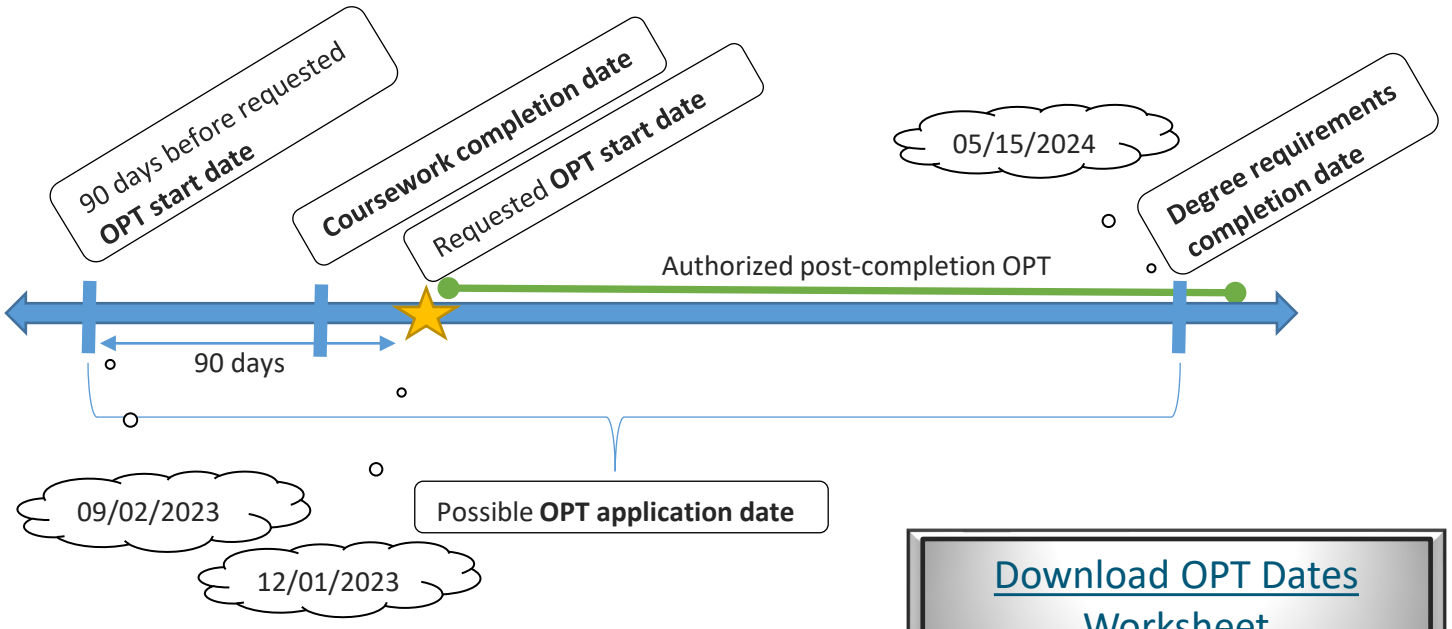


Download OPT Dates Worksheet

OPT APPLICATION PROCESS STEP 2

Selecting OPT Start and End Dates – Coursework Requirement

Applying for **post-completion OPT** on the basis of having completed all **COURSEWORK**



Download OPT Dates Worksheet

Last Update March 2023

POST-COMPLETION OPT

SCENARIO 2: APPLYING FOR OPT AFTER COMPLETING ALL COURSEWORK (only for students who have a non-coursework degree requirement and plan to start OPT before completing degree requirements)

The OPT application can be received by USCIS no earlier than 90 days before your expected completion date. You can start preparing your application materials before this, but cannot submit it to USCIS before the 90 days

The earliest possible requested OPT start date is the day after coursework completed (if one-year requirement is met). The day before the requested OPT start date will be the new program end date on your I-20; that is the last day you can work on-campus. F-1 status ends at the end of OPT employment authorization; **students who choose this option MUST complete all degree requirements and graduate within the period of authorized employment**

OPT APPLICATION PROCESS STEP 2

Selecting OPT Start and End Dates – Coursework Requirement

A SPECIAL NOTE ABOUT APPLYING BASED ON COURSEWORK COMPLETION

Graduate students that have finished their coursework and are working on a thesis or dissertation may want to start OPT before completing their degree requirements, based on the eligibility of finishing their coursework.

However, there are some risks with this option.

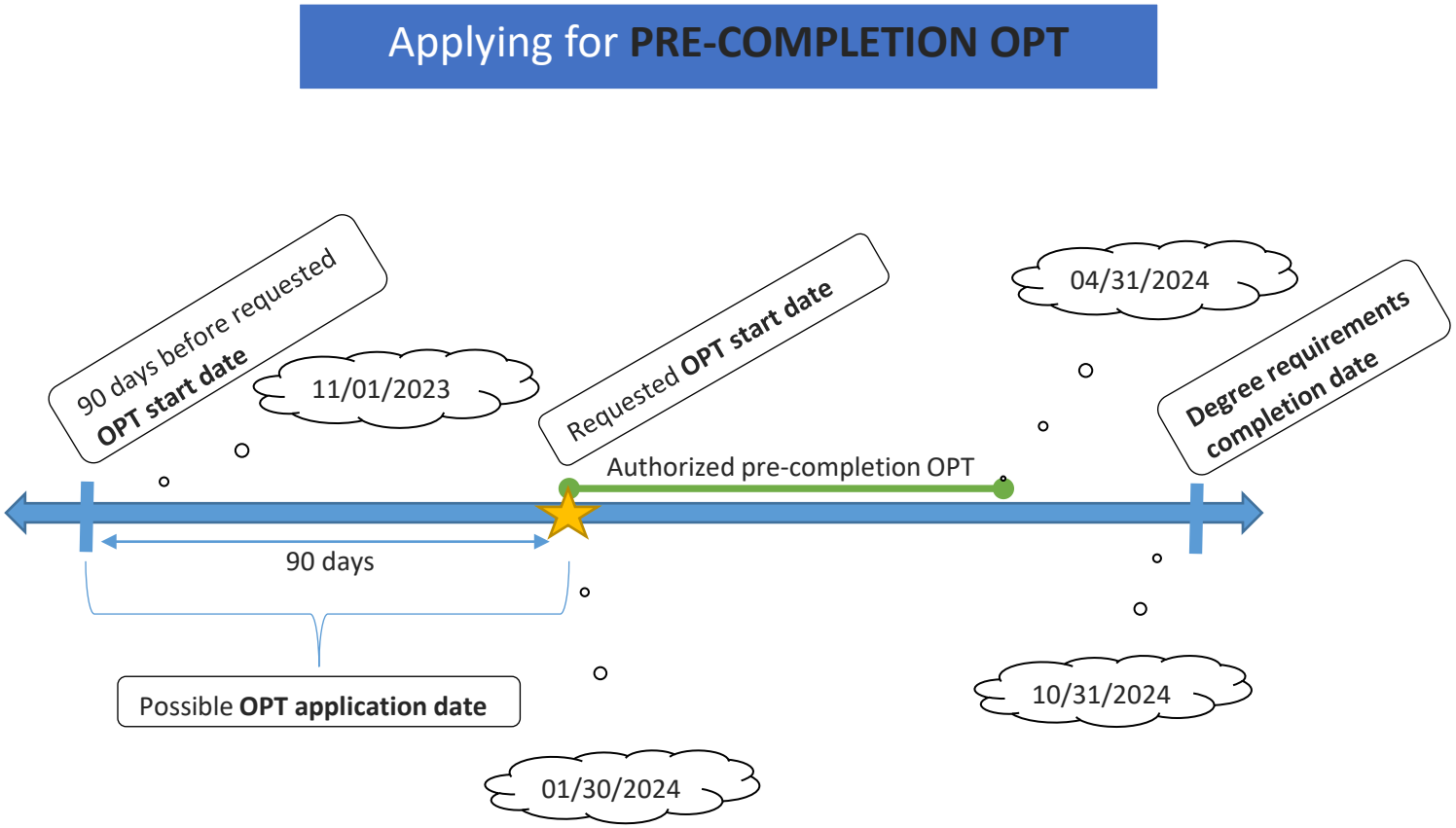
Students who choose this option MUST complete all degree requirements and graduate within the period of authorized employment. In other words, you are expected to complete all of your degree requirements (defense, revisions, paperwork, etc) prior to your OPT expiring. This is especially important for students eligible for STEM OPT, as USCIS expects you to be able to show your current diploma in your STEM OPT applications.

Failing to finish all degree requirements prior to the end of your OPT authorized employment period could result in your losing future benefits.

Please make an appointment with an adviser if you have any questions about this option.

OPT APPLICATION PROCESS STEP 2

Selecting OPT Start and End Dates – Pre-completion



PRE-COMPLETION OPT

(only for students who have not yet completed degree requirements)

The OPT application can be received by USCIS no earlier than 90 days before your desired start date. You can start preparing your application materials before this, but cannot submit it to USCIS before the 90 days

The earliest possible requested OPT start date is the day after completing one full academic year (2 semesters) in full time student status; the requested OPT end date must be before degree requirement completion date

Download OPT Dates Worksheet

OPT APPLICATION PROCESS STEP 2

Prepare all application materials: check, money order or G-1450

FEE USING A CHECK, G-1450 FORM, OR MONEY ORDER

CHECK

The check must be drawn from a bank or other financial institution located in the United States and must be payable in U.S. currency

Make the check payable to **U.S. Department of Homeland Security.** Spell this name out; DO NOT use USDHS or DHS or other abbreviations

Add your SEVIS ID number, phone number and the phrase "Fee for I-765" in the memo area

Include the date and be sure to sign your name with a pen

DO NOT write on the back of the check. If your check is a "starter check" and does not show any name/address in the top left corner, we instead suggest using a money order (see next slide)

NOTE: If you apply for Premium Processing, you will need to pay for that fee as well.

OPT APPLICATION PROCESS STEP 2

Prepare all application materials: check, money order or G-1450

OR MONEY ORDER

Each money order is different. Follow the instructions provided at the time of purchase or ask the institution providing the money order to explain how to fill in the necessary information. Money orders are sold at United States Post Offices and sometimes drugstores, like Walgreens. They cost a small fee.

The money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency

Make the money order payable to **U.S. Department of Homeland Security.** Spell this name out; DO NOT use USDHS or DHS or other abbreviations

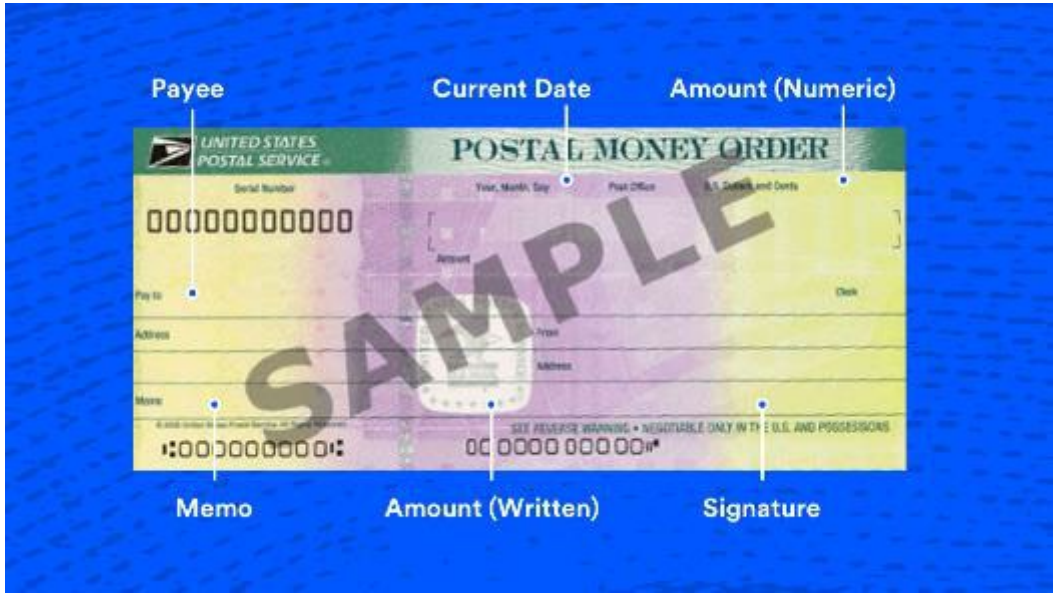
If a recipient address is needed, write the address where your application will be mailed - https://www.uscis.gov/i-765-addresses

If your address is needed, write the mailing address you wrote for #5a-c on page 2 of the I-765

Add your SEVIS ID number, phone number and the phrase “Fee for I-765” in the memo area

DO NOT write on the back of the money order

Keep the money order receipt for tracking purposes



OPT APPLICATION PROCESS STEP 2

Prepare all application materials: check, money order or G-1450

OR G-1450

If you prefer to pay the filing fee by credit card, follow the instructions to complete form **G-1450** : https://www.uscis.gov/g-1450

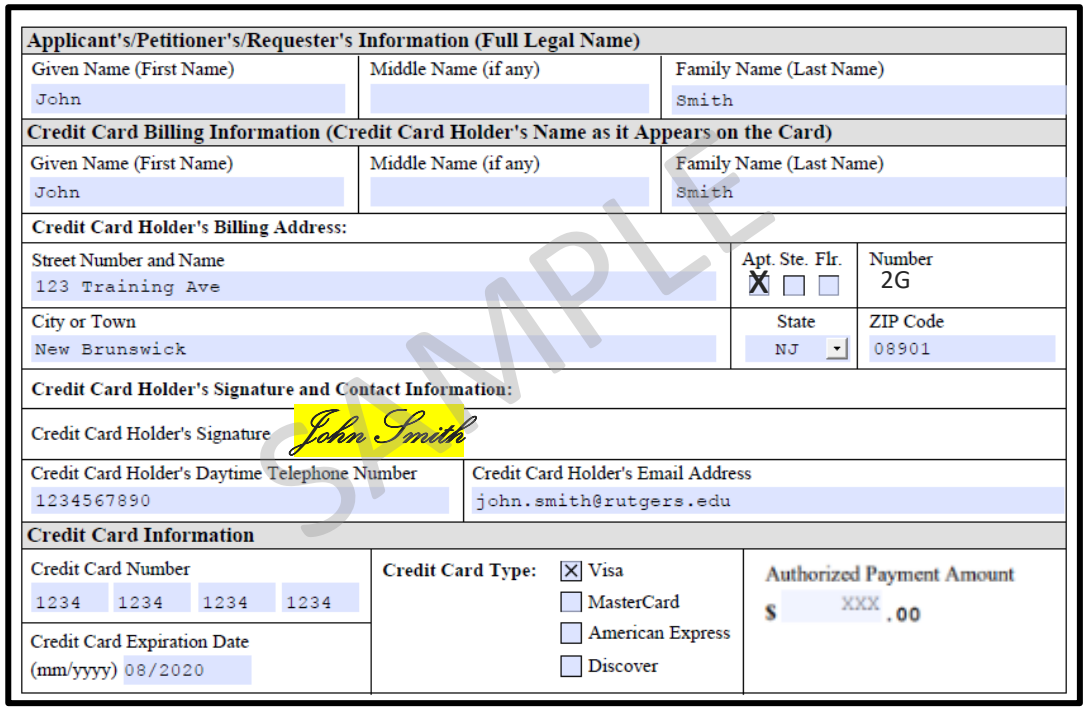
Be sure to write out the full expiration date of your credit card i.e. “04/2024”, not just “4/24”

You MUST sign the G-1450 with **black pen ink** after printing, not digitally/on the computer

If your credit card becomes unusable before USCIS can charge it, you may experience delays or a rejection. This includes the card being stolen or lost

Please alert your credit card company that you are expecting this charge to be made to your card – USCIS will only try to process the credit card ONCE. If it does not work the first time, **your application will be rejected**

Check that all of your card information is typed correctly (i.e. numbers are in right order, the dates are correct)



Applicant's/Petitioner's/Requester's Information (Full Legal Name)

Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)
John		Smith

Credit Card Billing Information (Credit Card Holder's Name as it Appears on the Card)

Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)
John		Smith

Credit Card Holder's Billing Address:

Street Number and Name	Apt. Ste. Flr.	Number
123 Training Ave	☒ Apt ☐ Ste ☐ Flr	2G

City or Town	State	ZIP Code
New Brunswick	NJ	08901

Credit Card Holder's Signature and Contact Information:

Credit Card Holder's Signature: John Smith

Credit Card Holder's Daytime Telephone Number	Credit Card Holder's Email Address
1234567890	john.smith@rutgers.edu

Credit Card Information

Credit Card Number	Credit Card Type:	Authorized Payment Amount
1234 1234 1234 1234	☒ Visa ☐ MasterCard ☐ American Express ☐ Discover	$ XXX .00
Credit Card Expiration Date (mm/yyyy) 08/2020		

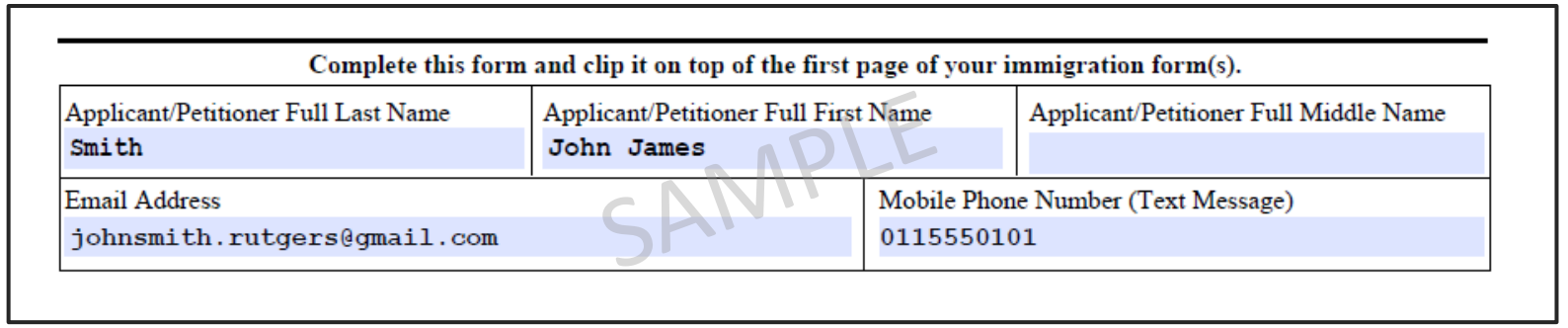
SAMPLE

OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form G-1145

STEP 1 - Download fillable PDF Form G-1145 here:
http://www.uscis.gov/files/form/g-1145.pdf

STEP 2 - Complete form providing your name, email address and phone number



Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Smith	John James	
Email Address	**Mobile Phone Number (Text Message)**	
johnsmith.rutgers@gmail.com	0115550101	

SAMPLE

Use this form to request an email/text notification from USCIS when your application is accepted by the lockbox facility

This notification does not replace the paper I-797C receipt you will receive in the mail

You must have the paper receipt in order to travel

OPT APPLICATION PROCESS STEP 2

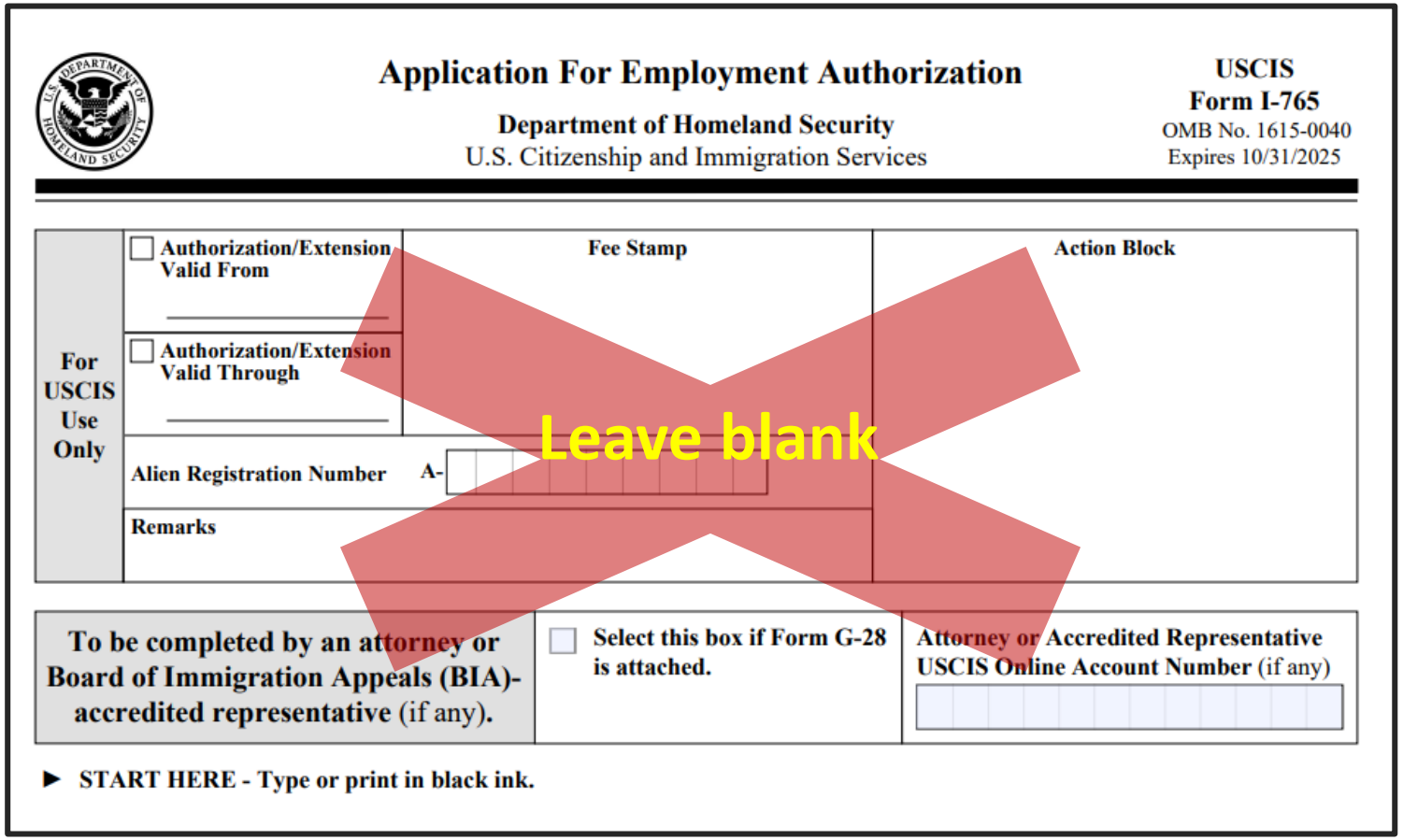
Prepare all application materials: Form I-765

STEP 1 - Read official instructions for completing Form I-765: https://www.uscis.gov/i-765

STEP 2 - Download fillable PDF Form I-765 here: https://www.uscis.gov/i-765. Answers should be typed. When unable to type, please write answers very neatly with a black pen

Do not fill out the top portion of page 1. Please leave this blank

Note in the official instructions that you must write "N/A" or "None" for questions that do not apply to you for the entire I-765



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 10/31/2025

For USCIS Use Only

☐ **Authorization/Extension Valid From** _____

☐ **Authorization/Extension Valid Through** _____

Fee Stamp

Action Block

Alien Registration Number A- _____

Remarks

Leave blank

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).

☐ **Select this box if Form G-28 is attached.**

Attorney or Accredited Representative USCIS Online Account Number (if any)

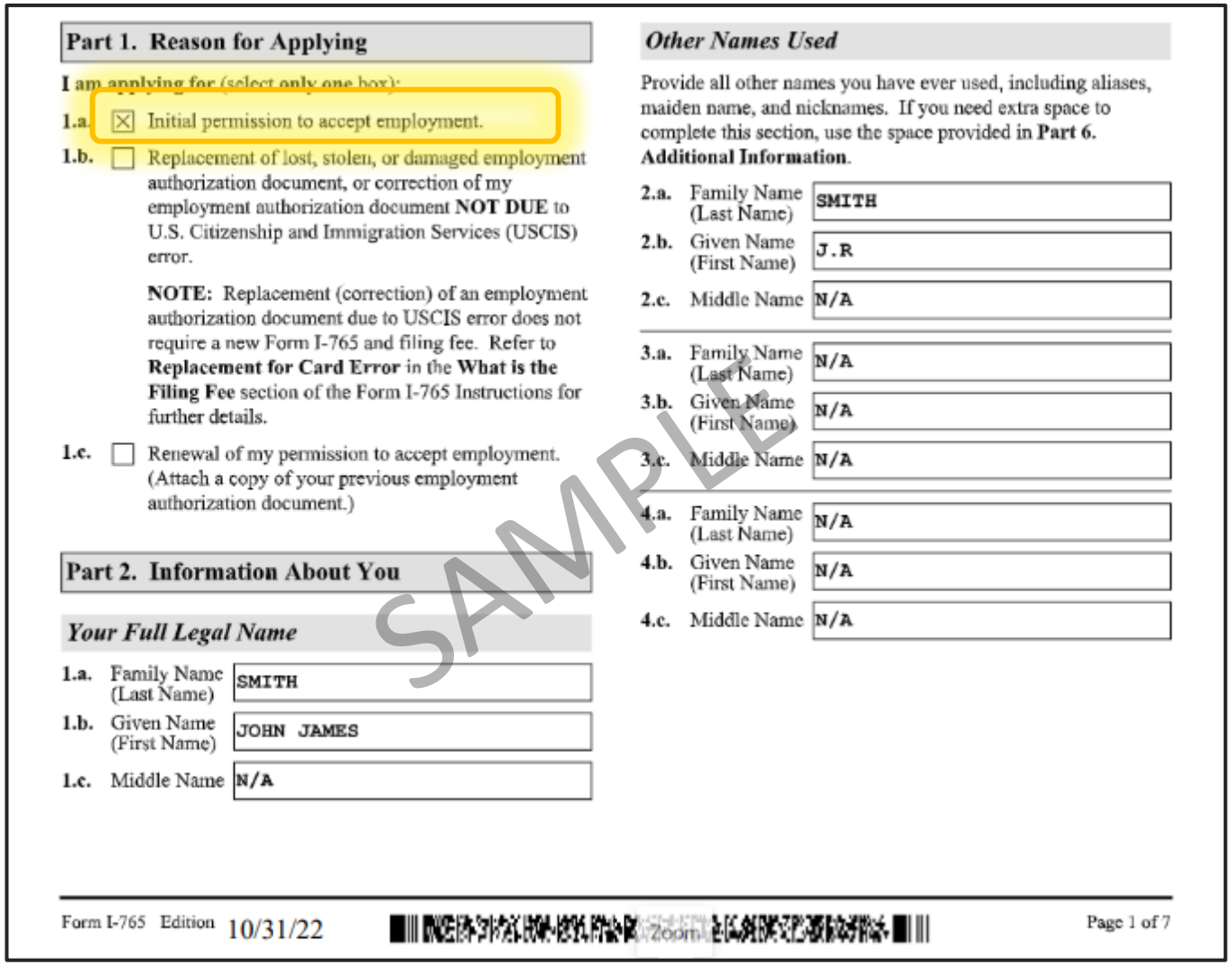
► **START HERE - Type or print in black ink.**

OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

STEP 3 - Be sure to check off **"**I am applying for: **1.a. Initial permission to accept employment"** in Part 1

STEP 4 – If you have used other names on other documents, either formally or informally, please write them on questions 2 – 4, as needed. This includes maiden names or nicknames. If not, write N/A for each box



Part 1. Reason for Applying

I am applying for (select only one box):

1.a. ☒ Initial permission to accept employment.

1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name): SMITH

1.b. Given Name (First Name): JOHN JAMES

1.c. Middle Name: N/A

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information**.

2.a. Family Name (Last Name): SMITH

2.b. Given Name (First Name): J.R

2.c. Middle Name: N/A

3.a. Family Name (Last Name): N/A

3.b. Given Name (First Name): N/A

3.c. Middle Name: N/A

4.a. Family Name (Last Name): N/A

4.b. Given Name (First Name): N/A

4.c. Middle Name: N/A

SAMPLE

Form I-765 Edition 10/31/22 Page 1 of 7

Last Update March 2023

OPT APPLICATION PROCESS STEP 2

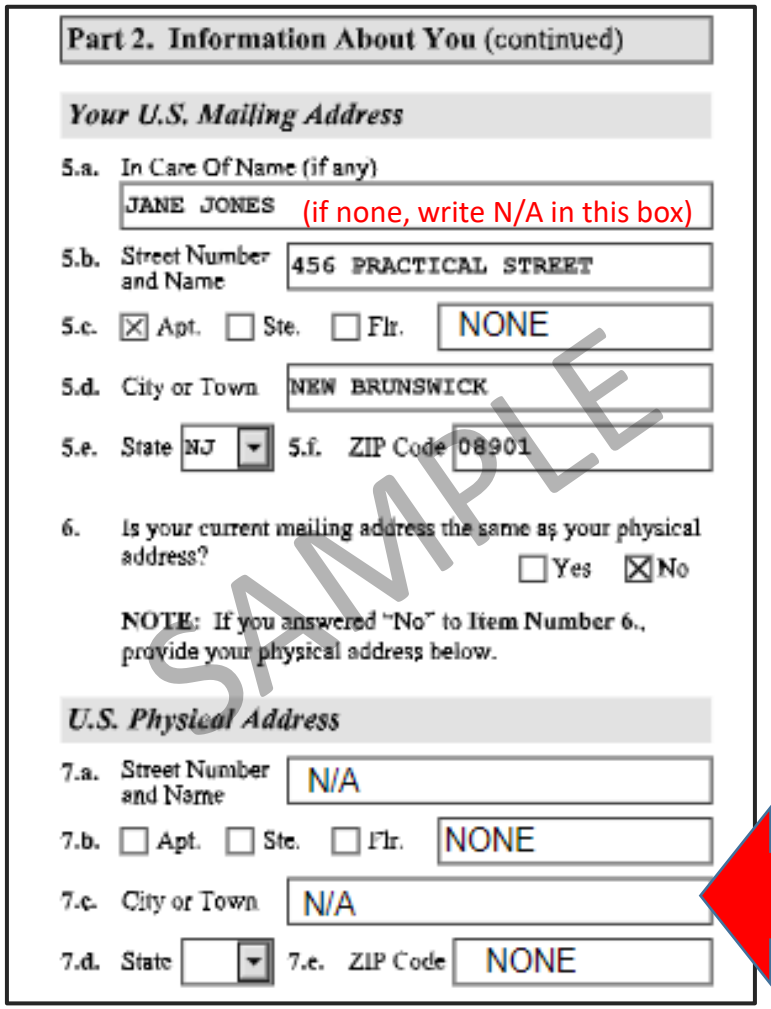
Prepare all application materials: Form I-765

STEP 5 – Complete the rest of Part 2 of the form, paying attention to these important reminders:

a. Write in a U.S. mailing address for questions 5.b-e. where you will be able to receive documents for the next three to four months. **This should NOT be the ISSS office address or department address. This may also be true for your Rutgers on-campus address, if you are moving after graduating. You may want to purchase a P.O. box instead.**

This does not necessarily need to be your current address; if it is not your current address, you can write the full name of person whose address you are using in 5.a., answer "No" to question 6, and provide your current address in questions 7. a-d

If you are unable to type in these boxes, please write neatly in black ink instead, or try a different browser/after downloading and saving to desktop



Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any): JANE JONES (if none, write N/A in this box)

5.b. Street Number and Name: 456 PRACTICAL STREET

5.c. ☒ Apt. ☐ Ste. ☐ Flr. NONE

5.d. City or Town: NEW BRUNSWICK

5.e. State: NJ 5.f. ZIP Code: 08901

6. Is your current mailing address the same as your physical address? ☐ Yes ☒ No

NOTE: If you answered "No" to Item Number 6., provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name: N/A

7.b. ☐ Apt. ☐ Ste. ☐ Flr. NONE

7.c. City or Town: N/A

7.d. State: 7.e. ZIP Code: NONE

SAMPLE

If you answered "Yes" to question 6, please write "N/A" for questions 7.a., 7.c., and 7.d.; write "NONE" for 7.b. and 7.e.

OPT APPLICATION PROCESS STEP 2

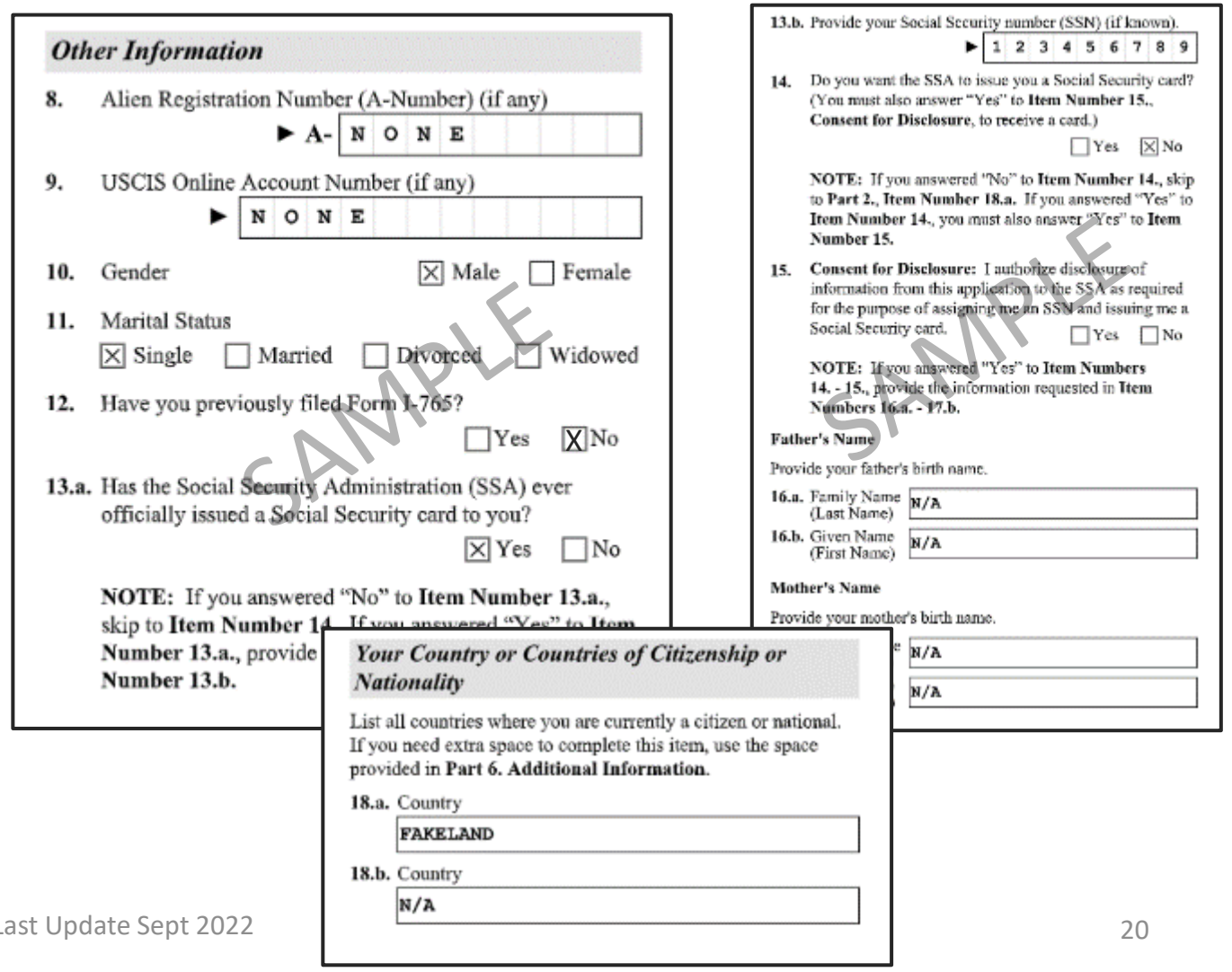
Prepare all application materials: Form I-765

b. If you have ever applied for an EAD card before, answer “Yes” to question 12 and attach a copy of the front and back of your previous EAD card(s) and/or Denial notices

c. If you do not yet have a Social Security number (SSN), you may apply for one now by completing questions 13.a. - 17.b. Write “NONE” for question 13.b if you do not have a SSN. You must answer “Yes” to numbers 14 and 15, and provide your parents’ names for questions 16.a. –17.b

Read more about getting a SSN through your I-765 application here: https://www.uscis.gov/sites/default/files/document/flyers/EBE_Flyer_Apply_for_your_Social_Security_Number_While_Applying_for_Your.pdf

Once your OPT application is approved, the necessary information will be provided to the Social Security Administration. You should receive your Social Security Card by mail approximately two weeks after you receive your OPT approval and Employment Authorization Document (EAD) card



Other Information

8. Alien Registration Number (A-Number) (if any) ▶ A- N O N E
9. USCIS Online Account Number (if any) ▶ N O N E
10. Gender ☒ Male ☐ Female
11. Marital Status ☒ Single ☐ Married ☐ Divorced ☐ Widowed
12. Have you previously filed Form I-765? ☐ Yes ☒ No
13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? ☒ Yes ☐ No

NOTE: If you answered “No” to **Item Number 13.a.**, skip to **Item Number 14**. If you answered “Yes” to **Item Number 13.a.**, provide **Number 13.b.**

13.b. Provide your Social Security number (SSN) (if known). ▶ 1 2 3 4 5 6 7 8 9

14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to **Item Number 15.**, **Consent for Disclosure**, to receive a card.) ☐ Yes ☒ No

NOTE: If you answered “No” to **Item Number 14.**, skip to **Part 2.**, **Item Number 18.a.** If you answered “Yes” to **Item Number 14.**, you must also answer “Yes” to **Item Number 15.**

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. ☐ Yes ☐ No

NOTE: If you answered “Yes” to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

Father’s Name

Provide your father’s birth name.

16.a. Family Name (Last Name) N/A

16.b. Given Name (First Name) N/A

Mother’s Name

Provide your mother’s birth name.

N/A

N/A

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information.**

18.a. Country FAKELAND

18.b. Country N/A

SAMPLE

SAMPLE

OPT APPLICATION PROCESS STEP 2

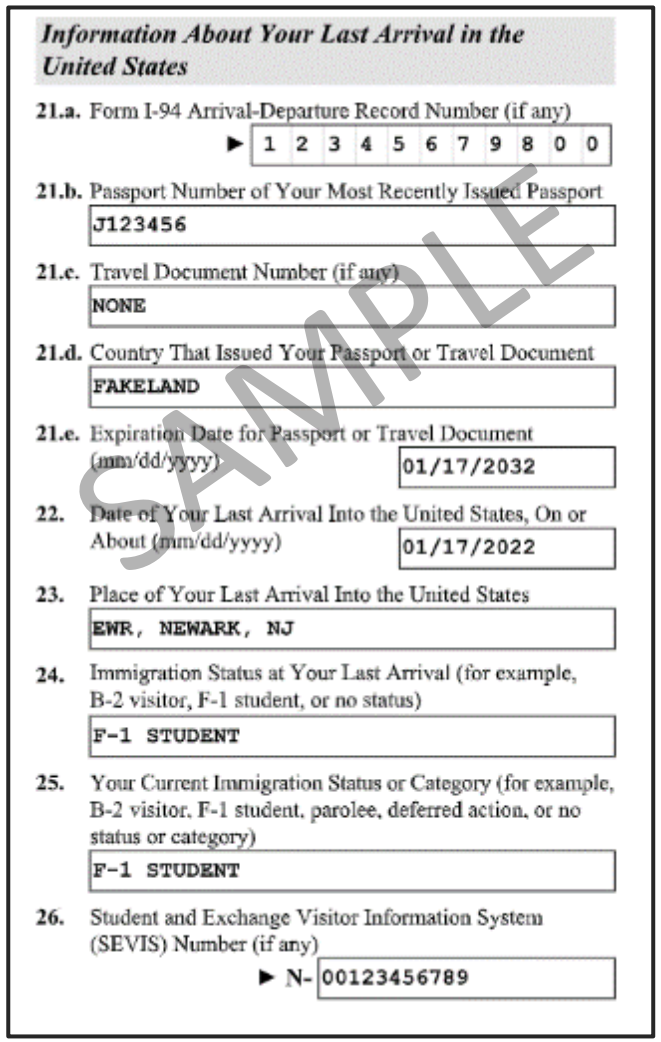
Prepare all application materials: Form I-765

d. Obtain your I-94 number and write in question 21.a.; to view and print your I-94 go to: https://i94.cbp.dhs.gov/

e. Write in the airport code, city, and state for question 23

f. If you entered the U.S. on another status other than F-1 and completed a change of status with USCIS, write your last entered status type for question 24

g. Enter your current SEVIS ID number in question 26. Your SEVIS ID is located at the top left corner of your I-20. Use Part 6. Additional Information to provide any previously used SEVIS ID numbers, if applicable



Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
► 1 2 3 4 5 6 7 9 8 0 0

21.b. Passport Number of Your Most Recently Issued Passport
J123456

21.c. Travel Document Number (if any)
NONE

21.d. Country That Issued Your Passport or Travel Document
FAKELAND

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)
01/17/2032

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)
01/17/2022

23. Place of Your Last Arrival Into the United States
EWR, NEWARK, NJ

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)
F-1 STUDENT

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)
F-1 STUDENT

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)
► N- 00123456789

SAMPLE

OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

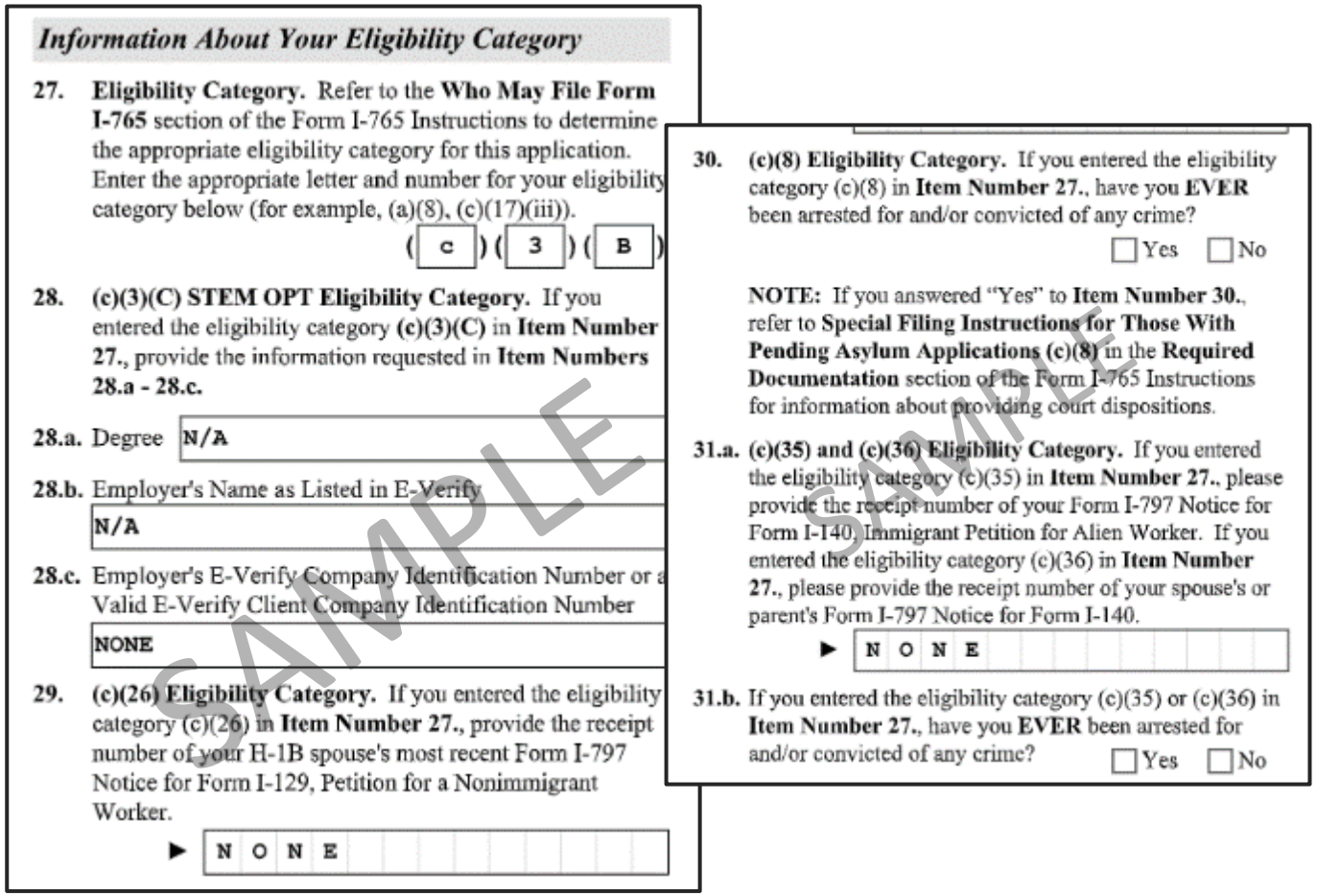
h. Fill in **(c)(3)(B)** in question 27 for post-completion optional practical training (c is lower case, B is upper case)

Fill in **(c)(3)(A)** in question 27 for pre-completion optional practical training (c is lower case, A is upper case)

i. For questions 28.a.-28.b., write N/A

j. For questions 28.c.-29, and 31.a. write NONE

k. Do NOT check the boxes for questions 30. or 31.b.



Information About Your Eligibility Category

27. **Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

(c) (3) (B)

28. **(c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category **(c)(3)(C)** in **Item Number 27.**, provide the information requested in **Item Numbers 28.a - 28.c.**

28.a. Degree **N/A**

28.b. Employer's Name as Listed in E-Verify **N/A**

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number **NONE**

29. **(c)(26) Eligibility Category.** If you entered the eligibility category (c)(26) in **Item Number 27.**, provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

▶ N O N E

30. **(c)(8) Eligibility Category.** If you entered the eligibility category (c)(8) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime? ☐ Yes ☐ No

NOTE: If you answered "Yes" to **Item Number 30.**, refer to **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** in the **Required Documentation** section of the Form I-765 Instructions for information about providing court dispositions.

31.a. **(c)(35) and (c)(36) Eligibility Category.** If you entered the eligibility category (c)(35) in **Item Number 27.**, please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in **Item Number 27.**, please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

▶ N O N E

31.b. If you entered the eligibility category (c)(35) or (c)(36) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime? ☐ Yes ☐ No

SAMPLE

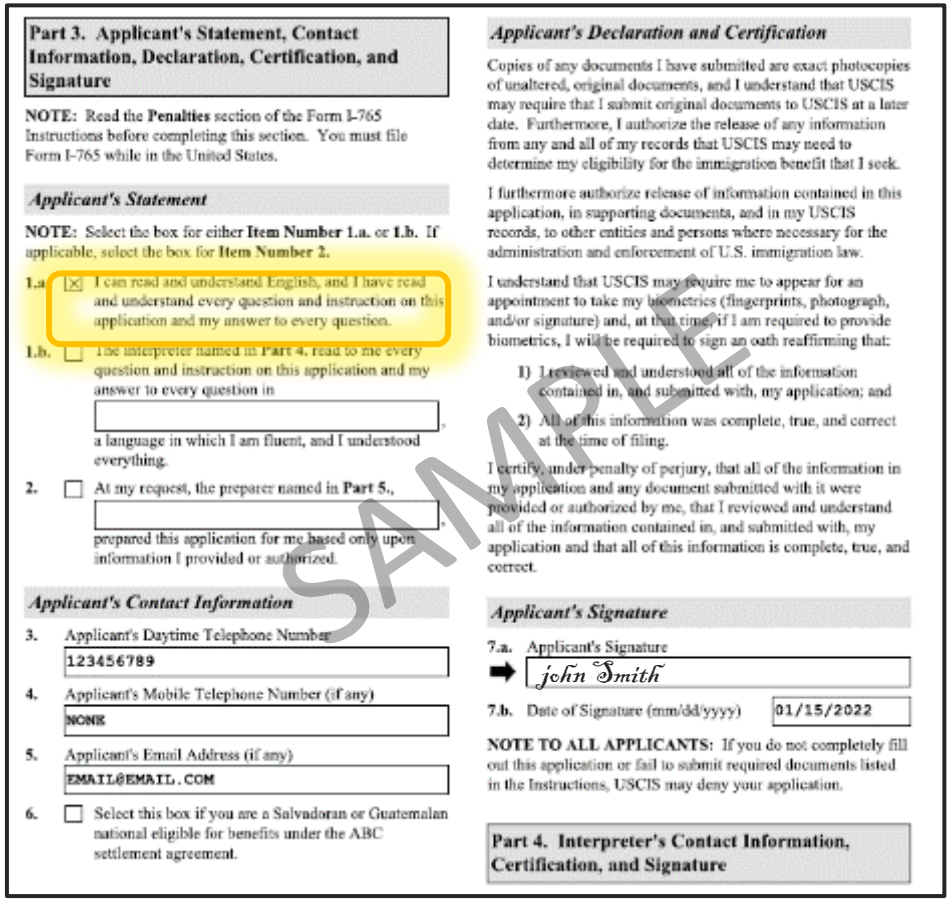
OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

STEP 6 - Complete Part 3 of the form, paying attention to these important reminders:

a. Check response 1.a. “I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.”

b. Fill out the rest of the contact information on page 4



Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

1.a. ☒ I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

1.b. ☐ The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in _____ a language in which I am fluent, and I understood everything.

2. ☐ At my request, the preparer named in **Part 5.,** _____ prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number: 123456789

4. Applicant's Mobile Telephone Number (if any): NONE

5. Applicant's Email Address (if any): EMAIL@EMAIL.COM

6. ☐ Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

1) I reviewed and understood all of the information contained in, and submitted with, my application; and

2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

Applicant's Signature

7.a. Applicant's Signature: *John Smith*

7.b. Date of Signature (mm/dd/yyyy): 01/15/2022

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Part 4. Interpreter's Contact Information, Certification, and Signature

SAMPLE

OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

STEP 7 - Complete Part 3 of the form, paying attention to these important reminders:

a. Sign question 7.a. Signature MUST be in **black pen ink** and **fit within box provided**. USCIS will NOT accept a stamped or digital name in place of an ink signature

b. For question 7.b., write the date out completely as mm/dd/yyyy, such as 03/07/2023

c. You must be located inside of the U.S. to apply for an OPT EAD card

Applicant's Signature

7.a. Applicant's Signature

➡ *John Smith*

7.b. Date of Signature (mm/dd/yyyy) 01/15/2022

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Part 4. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

1.a. Interpreter's Family Name (Last Name)
N/A

1.b. Interpreter's Given Name (First Name)
N/A

2. Interpreter's Business or Organization Name (if any)
N/A

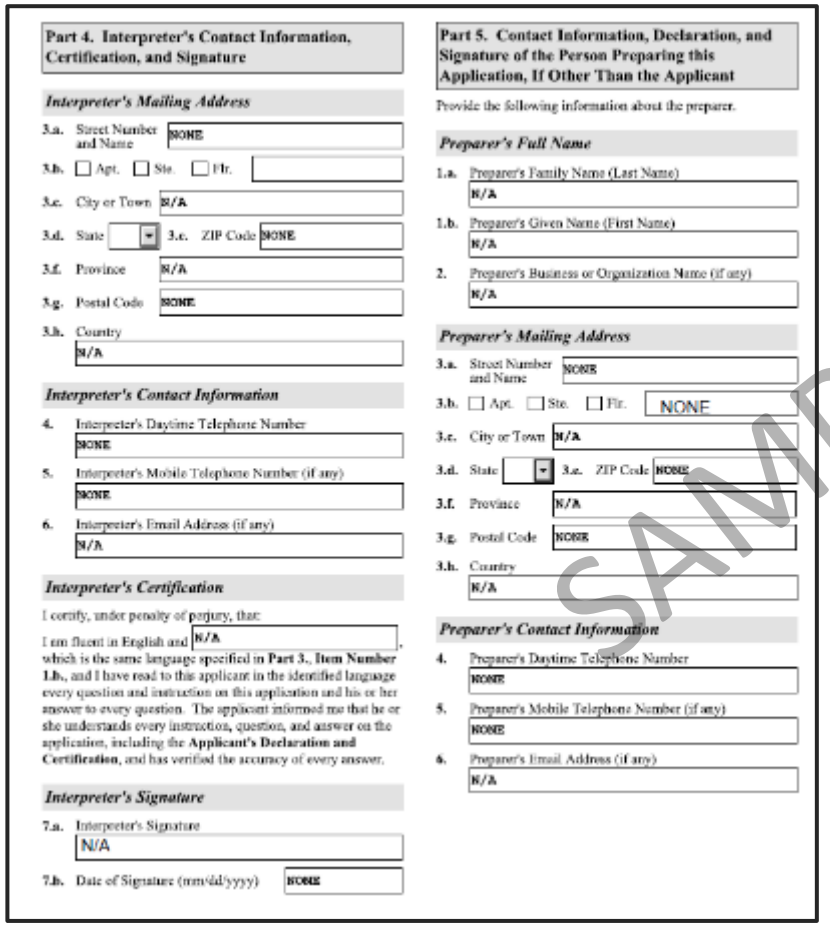
SAMPLE

OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

STEP 8 - Complete Parts 4 and 5 of the form, paying attention to these important reminders:

a. If a question does not apply to you in Part 4 and Part 5, type “N/A”. If a question asks for a numerical response and does not apply to you, write “NONE”



Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

3.a. Street Number and Name: NONE
3.b. ☐ Apt. ☐ Ste. ☐ Flr.
3.c. City or Town: N/A
3.d. State: 3.e. ZIP Code: NONE
3.f. Province: N/A
3.g. Postal Code: NONE
3.h. Country: N/A

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number: NONE
5. Interpreter's Mobile Telephone Number (if any): NONE
6. Interpreter's Email Address (if any): N/A

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and N/A, which is the same language specified in **Part 3., Item Number 1.b.**, and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the **Applicant's Declaration and Certification**, and has verified the accuracy of every answer.

Interpreter's Signature

7.a. Interpreter's Signature: N/A
7.b. Date of Signature (mm/dd/yyyy): NONE

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

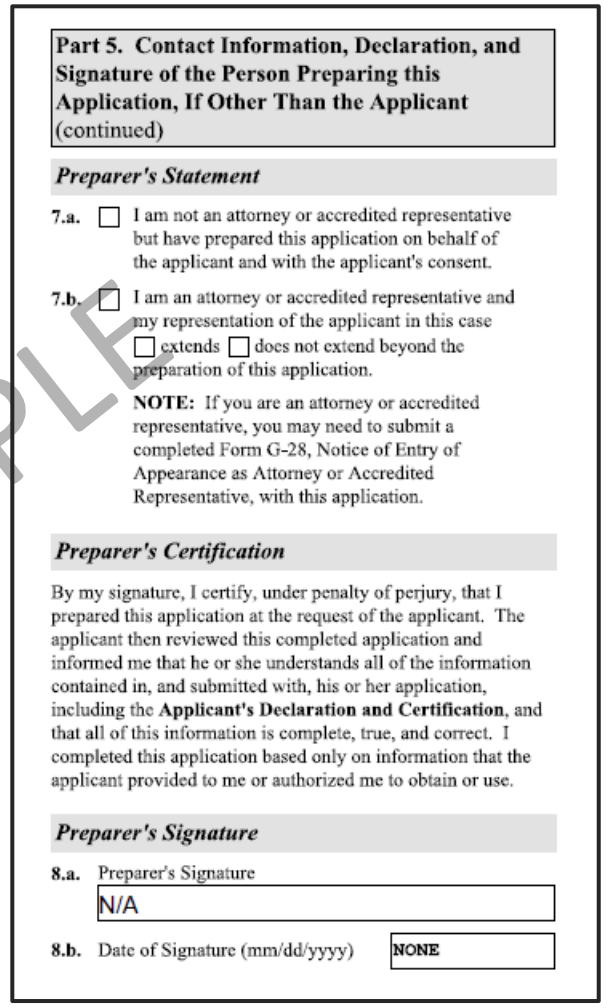
1.a. Preparer's Family Name (Last Name): N/A
1.b. Preparer's Given Name (First Name): N/A
2. Preparer's Business or Organization Name (if any): N/A

Preparer's Mailing Address

3.a. Street Number and Name: NONE
3.b. ☐ Apt. ☐ Ste. ☐ Flr. NONE
3.c. City or Town: N/A
3.d. State: 3.e. ZIP Code: NONE
3.f. Province: N/A
3.g. Postal Code: NONE
3.h. Country: N/A

Preparer's Contact Information

4. Preparer's Daytime Telephone Number: NONE
5. Preparer's Mobile Telephone Number (if any): NONE
6. Preparer's Email Address (if any): N/A



Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

Preparer's Statement

7.a. ☐ I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.

7.b. ☐ I am an attorney or accredited representative and my representation of the applicant in this case ☐ extends ☐ does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited representative, you may need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the **Applicant's Declaration and Certification**, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature: N/A
8.b. Date of Signature (mm/dd/yyyy): NONE

SAMPLE

OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

STEP 9 - Complete Part 6 of the form if:

a. You have been approved for CPT in the past

b. You have been approved for OPT in the past

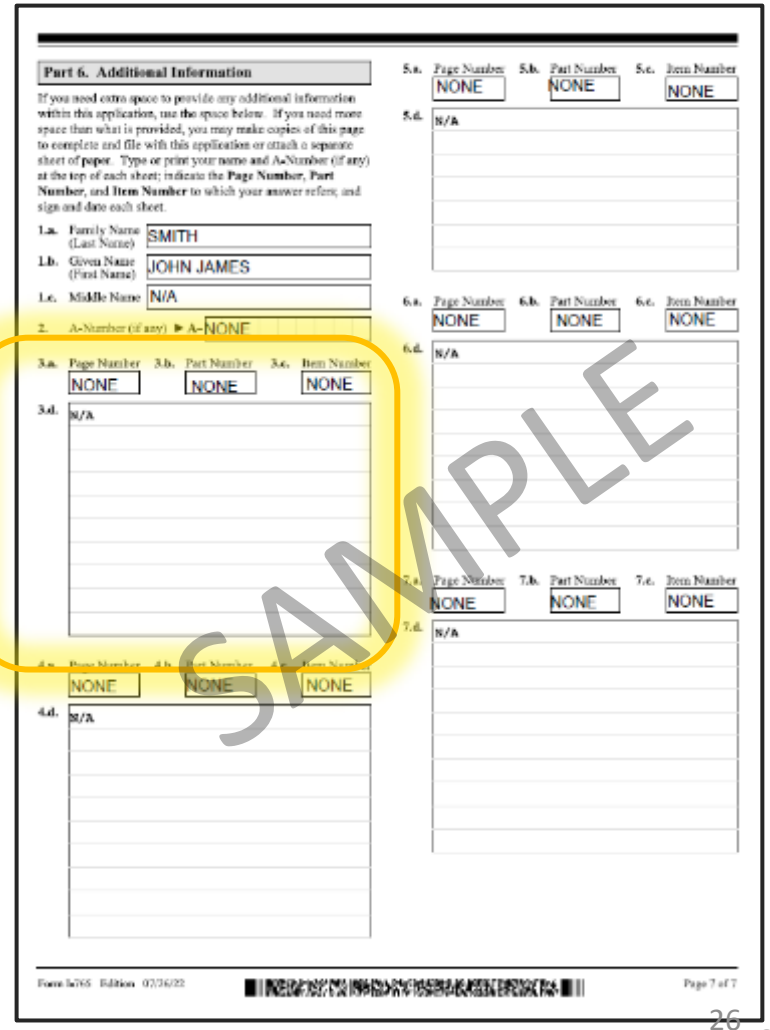
c. You have used a different SEVIS ID in F-1 status in the US

- For example, if you attended school for a while, left the US to take a break from school, and returned with a new I-20, you would have a SEVIS ID from your first period of attendance that is different than your current SEVIS ID.

d. You have a matter that needs explanation (i.e. withdrew a previous OPT application, have multiple passports for dual citizenship)

For each of the items listed above, complete **one box** in Part 6. We suggest using the following to complete the Page number, Part Number, and Item number, as this information is required specific to Category (c)(3)(B) (per the I-765 instructions) **Please see next page for an example**

Write your name for questions 1.a.-1.b, and NONE for question 2



OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

Page 3, Part 2, Item 27

a. CPT: List all previous CPT authorizations, regardless of degree level

- Employer's name, start & end date, PT/FT, degree level
- Attach copies of previous I-20(s) with your previous CPT authorization(s)

b. OPT: Please list your past OPT approvals, regardless of degree level

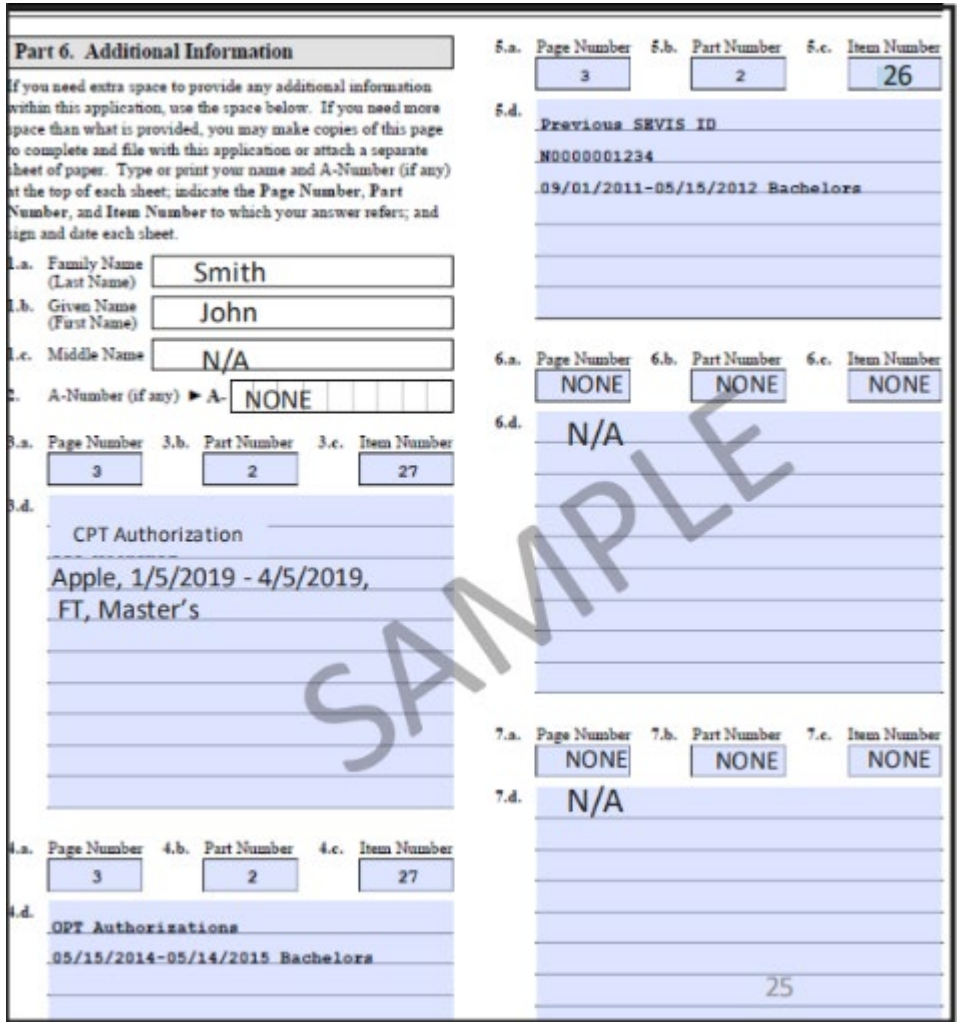
- OPT Authorizations (as a title to the section)
- Start date-End date; Degree Level (Bachelor, Master's, or PhD)

Page 3, Part 2, Item 26

c. Previous SEVIS ID's: Please list your other SEVIS ID's you have used in the past.

- Previous SEVIS ID's (as a title to the section)
- SEVIS ID: N00…. Program start date - Program end date; Degree Level (Bachelor's, Master's, or PhD)

STEP 10 - Remember to include all 7 pages of Form I-765 in your application to USCIS



OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Two passport style photographs

2 COLOR PHOTOGRAPH SPECIFICATIONS

The color photographs must have a white to off-white background and be printed on thin paper with a glossy finish—do not mount or retouch

The photograph must be sized at 2 inches by 2 inches and must be in full color with a frontal view of your full face

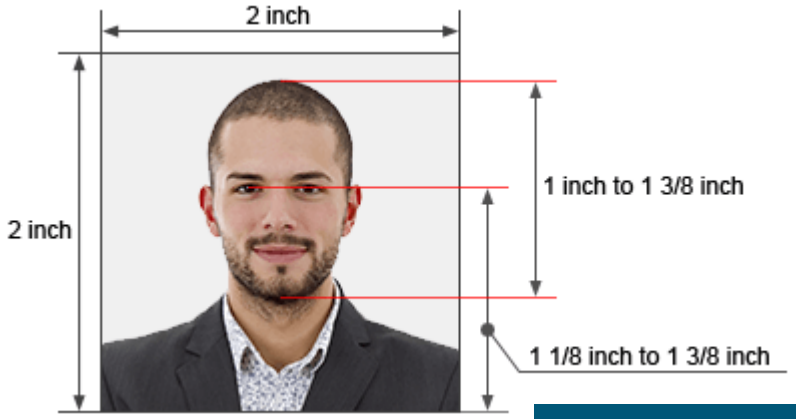
The head height in the photograph should measure 1 inch to 1 3/8 inches from top of hair to bottom of chin

Eye height in the photograph should be between 1 1/8 inch to 1 3/8 inches from top of eyes to bottom of photo

Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member

Resources:
Dept of State Photo Requirements
https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html

FRONT



BACK

Photographs must be taken recently (within 6 months of the application date) and not been used before on another application (i.e. your visa or passport)

Using a pencil or felt pen, lightly print your name and SEVIS ID number on the back of the photo

OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Copies of other immigration documents

Include the following in your packet:

1) Image of your most recent passport. You only need to show 1 page showing your biographical information and picture of yourself. The bottom numbers (Machine Readable Zone) must be visible

2) Image of your F-1 visa. If you do not have a F-1 visa, include a copy of your I-797 F-1 approval notice. Canadian and Bermudian students will not have F-1 visas

3) ALL previous EAD cards, front and back, if applicable. If you ever worked on OPT (pre or post), H-4 EAD, and/or J-1 Academic Training at any degree level

OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Copies of other immigration documents

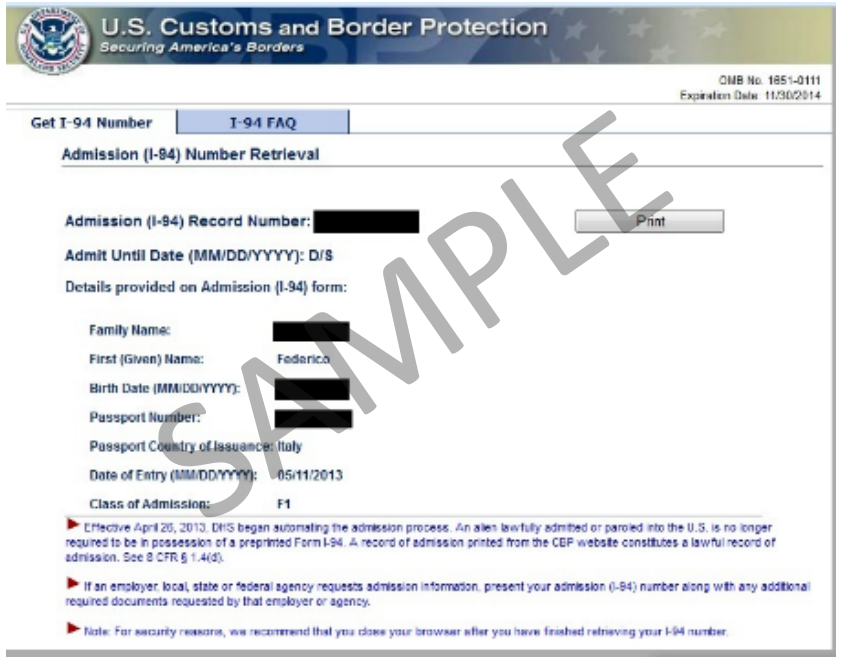
Include the following in your application packet:

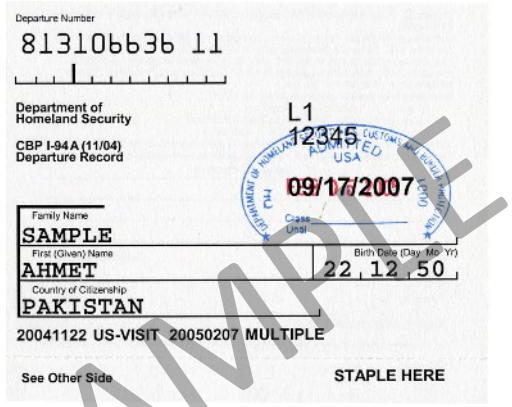
4) I-94 number. To view and print your digital I-94 go to: https://i94.cbp.dhs.gov/

If you have a paper I-94, you must obtain a clear image of it and upload to the application

NOTE - if you changed your status to F-1 while inside the United States (through a USCIS I-539 form), then your I-94 will be located on the bottom of your I-797 F-1 approval notice

Make sure the images are clear and readable

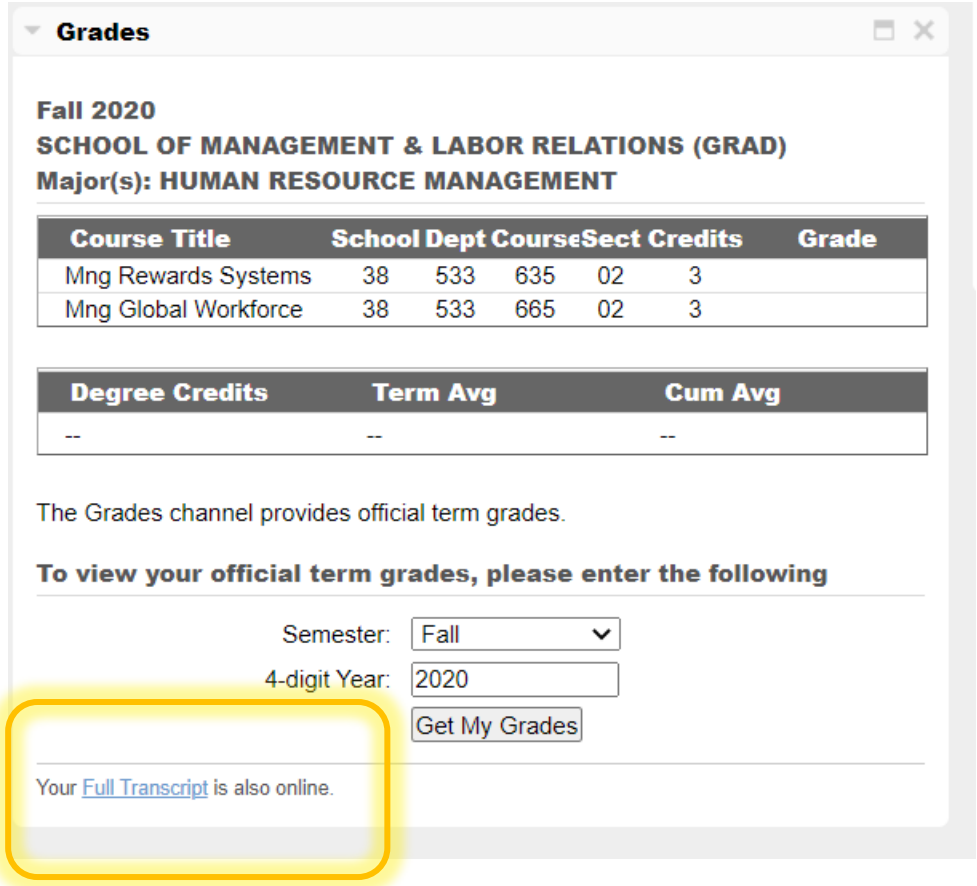




OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Unofficial Full Transcript

1. Visit my.rutgers.edu and click “Get My Grades” under the Academics tab
2. Use your NetID to log in and receive your unofficial transcript
3. Print your unofficial transcript
4. RBHS students can get their transcripts at my.rutgers.edu under the banner “self-service” tab



OPT APPLICATION PROCESS STEP 2

Prepare all application materials: CPT/OPT authorizations

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	07 SEPTEMBER 2018	20 DECEMBER 2018

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES
CPT	07 SEPTEMBER 2018 – 20 DECEMBER 2018

EMPLOYER NAME	START DATE	END DATE	CITY & STATE
	07 SEPTEMBER 2018	20 DECEMBER 2018	

SAMPLE

If you received CPT/OPT authorization at any degree level, you should include copies of pages 1 & 2 of the (previous) I-20s on which the authorization was shown

Add these copies to your application before mailing to USCIS

OPT APPLICATION PROCESS STEP 3

Meet with an International Student Adviser

STEP 1 - Submit Post-Completion OPT e-form request e-form via the RGlobal portal

STEP 2 - Submit your complete OPT Application for ISA review via the OPT e-form. Recommended changes will be sent to you via email

STEP 3 - Make an optional, virtual appointment to review your application with an ISA International Student Advisor. This is recommended but not required to progress: https://global.rutgers.edu/international-scholars-students/advising-services

STEP 4 – Move forward with the rest of the e-form sections

Important!

Missing or incomplete documents can delay the creation of your new I-20. Please make sure you've prepared all required documents outlined in STEP 2 of this tutorial before meeting an international student adviser

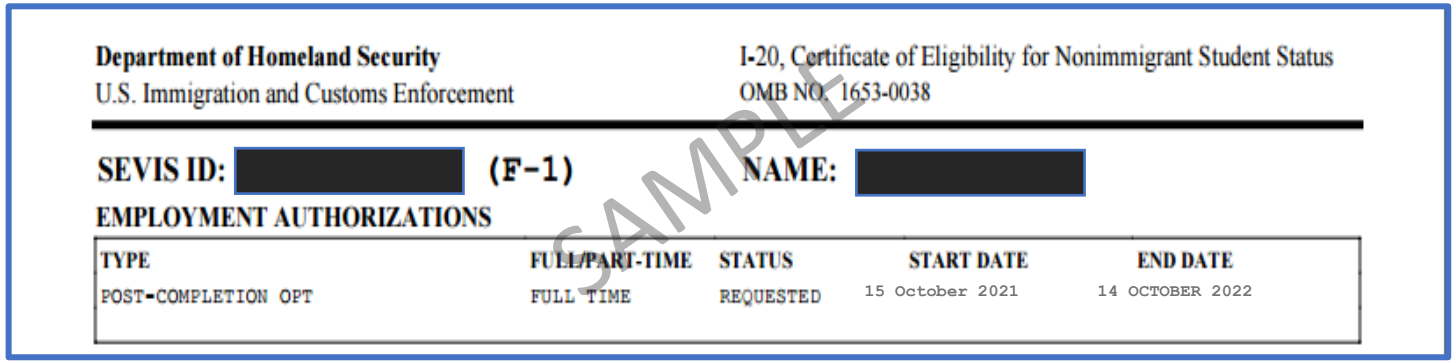
OPT APPLICATION PROCESS STEP 4

Receiving your OPT recommended I-20

STEP 1 - Look for an email confirming that your new I-20 with OPT recommendation is ready. **The I-20 will be attached to the email**

STEP 2 - Review the OPT I-20 and make sure all information on it is accurate. **Print and sign this I-20 and make a copy to mail with the OPT application.** Keep the original I-20

STEP 3 – Carefully read the email for important guidelines and reminders



Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SAMPLE

SEVIS ID: [redacted] **(F-1)** **NAME:** [redacted]

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	15 October 2021	14 OCTOBER 2022

OPT APPLICATION PROCESS STEP 5

Mail your completed application to USCIS

STEP 1 – Review your application materials for correctness and completeness. Make a photocopy/take pictures of your entire application to keep for your own records. We suggest paperclipping your documents together instead of using any staples. Review USCIS's optional application checklist here: https://www.uscis.gov/forms/optional-checklist-for-form-i-765-c3b-filings

STEP 2 - Select a carrier and request a tracking number so you know the application was received. Do NOT throw away your tracking information after delivery. **USICS does not receipt packages on weekends. Please be sure your package arrives on a weekday BEFORE your grace period ends**

Please review the Direct Filing Addresses for Form I-765 page to see where you should file your application.

STEP 3 – After mailing you should receive the official receipt notice at your mailing address. **If you do not get your receipt**, please view this USCIS webpage: https://egov.uscis.gov/e-request/displayNDNForm.do

OPT APPLICATION PROCESS STEP 5

Mail your completed application to USCIS

Please note that USCIS announced the ability to apply for OPT online

You can **EITHER** mail your application to USCIS **OR** apply online

Do NOT submit an application both ways! You can only submit your OPT application through 1 method

Please decide if you will mail your application, **OR** if you will submit it online

OPT APPLICATION PROCESS STEP 6

Track your USCIS deliveries

You can track the status of your application through the **Case Status Tracker**: https://egov.uscis.gov/casestatus/mycasestatus.do

Closely review the "How to Track Delivery of Employment Authorization Document (EAD)" page from USCIS for important delivery information: https://www.uscis.gov/forms/filing-guidance/how-to-track-delivery-of-your-green-card-employment-authorization-document-ead-and-travel-document

The United States Postal Service (USPS) offers a free service to help you digitally track your daily mail called **Informed Delivery.** This may be helpful in tracking your receipt notices and EAD card.

You can sign up for this service on their website here: https://tem-informeddelivery.usps.com/box/pages/intro/start.action

OPT APPLICATION PROCESS

Rejections, Denials, and RFEs

REJECTED, DENIED OR RFE APPLICATIONS

If your application is rejected or denied by USCIS for any reason, or if you receive a Request for Evidence (RFE), please contact our office BEFORE you submit your RFE reply/new application, if time allows. You may need an updated I-20 from our staff.

Please let us know if you wish to have a second review of your application materials.

IF YOU DO NOT GRADUATE AS EXPECTED

This will impact your OPT application! Please contact our office right away if you have already applied for OPT but then find out you did not meet the degree completion deadline as originally planned. You may be directed to withdraw your application. Our advisers will help you review your options.

OPT APPLICATION PROCESS

Contact Us

Email us:

- New Brunswick - isss-students@global.rutgers.edu
- RBHS - isss-rbhs@global.rutgers.edu

Call us:

- New Brunswick – 848-932-7015
- RBHS - 973-972-6138

Join our QQA or make an appointment:

•https://global.rutgers.edu/advising

Join us for an OPT Chat Session:

•https://global.rutgers.edu/opt