



Preparing your 24-month STEM Optional Practical Training (OPT) Extension Application

Rutgers Global—International Student and Scholar Services

global.rutgers.edu

Please note that this tutorial provides guided recommendations. All images used are samples. 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](https://global.rutgers.edu/OPT-Extensions): global.rutgers.edu/OPT-Extensions

STEP 1 – Review and understand the STEM requirements and expectations on the [USCIS website](#) and [our STEM OPT page](#)

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

STEP 3 - Submit STEM OPT Extension e-form request via RGlobal Portal to request your new I-20 with STEM OPT recommendation

Note – you can request an optional review of your application materials using this e-form, as well

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

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

STEM OPT APPLICATION PROCESS

Important Reminders

BEFORE YOU APPLY, PLEASE REMEMBER THE FOLLOWING:

- Pick **ONE method to apply for STEM 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 STEM OPT application should NOT be mailed to the USCIS **more than 90 days prior** to the end date on post-completion OPT EAD card
- Your STEM OPT application **MUST** reach the USCIS **within 60 days of the date your new I-20 with STEM OPT recommendation was issued** and **before the expiration of your current post-completion OPT EAD. DO NOT WAIT UNTIL THE LAST MINUTE TO MAIL YOUR COMPLETE APPLICATION!**
- 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
- Understand the fees for the I-765 filing and premium processing, if needed
- You **must be inside the U.S.** to apply for STEM OPT
- As long as you file timely (i.e. prior to the expiration of the current EAD card) for a STEM OPT Extension, you may continue employment while the application is pending (**up to 180 days**) until a final decision from USCIS is made
- You **MUST** have proof that you completed all of your degree requirements **BEFORE your STEM OPT period begins**. You will need to provide this proof within your STEM OPT application

STEM OPT APPLICATION PROCESS STEP 1

Review and understand the STEM requirements

Some F-1 students may be eligible for an extension of their initial 12 months of OPT if they have received a degree in an eligible STEM field or have a pending or approved H-1B application. If you are unsure if your degree is STEM-eligible, please [contact an ISA](#).

There are different reporting requirements for STEM OPT, and the job experience must meet specific criteria.

It is critical that you understand the eligibility requirements for STEM by reviewing our website and the information provided by DHS.

[Rutgers STEM OPT page](#)

[STEM Extension Reporting Requirements and Important Reminders](#)

[Study in the States, STEM OPT](#)

[USCIS, Optional Practical Training for STEM Students \(STEM OPT\) - includes information on staffing agencies](#)

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials

For the STEM OPT recommendation on I-20, submit an e-form request along with form I-983 and a photocopy of your diploma via RGlobal portal in Step 2

For the STEM OPT application. Include 2-13 in your complete application to USCIS.

1. **Form I-983** (completed together with your employer) – **this is NOT mailed to USCIS**
2. **Check, money order, or G-1450** (recommend to type)
3. **Form G-1145** (recommend to type)
4. **Form I-765** (recommend to type)
5. **Two passport-style color photographs** of you taken recently and not used before
6. Copy of your **passport picture page**
7. Copy of your **most recent F-1 visa**
8. Copy of your electronic **Form I-94** OR photocopy of your paper **Form I-94** (front & back)
9. Photocopy of all previous **EAD card(s)** (front and back)
10. **Unofficial full transcript** that bears your name and shows your degree award date
11. Photocopy of your **STEM diploma**
12. Evidence of **previous CPT & OPT authorizations**, if applicable (i.e. copies of previous I-20s with CPT authorization on pg. 2)
13. ***Copy of your NEW I-20 with STEM OPT Recommendation**

* You will receive (13) new I-20 with STEM OPT recommendation after submitting the e-form request along with form I-983 and a copy of your diploma via RGlobal portal.

STEM 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>

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-983

SPECIAL NOTE ABOUT DEGREE COMPLETION

USCIS expects you to be able to show your current diploma in your STEM OPT application.

It is our interpretation that students must finish their most recent degree to be eligible to apply for the STEM extension. This is true even for students applying based on a previously degree at another level.

If you applied for OPT based on coursework completion, 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 the STEM opportunity.

Please make an [appointment with an adviser](#) if you have any questions about this option.

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-983

STEP 1 - Download fillable PDF [Form I-983](https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview) here:
<https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview>

STEP 2 - For detailed instructions regarding how each field should be completed, please review the ICE form instructions and the Study in the States [Form I-983 Overview](#).

STEP 3 - Note who is responsible for completing each section of the Form I-983:

- Sections 1 and 2: Completed by Student
- Sections 3 and 4: Completed by Employer
- Section 5: Completed by Student and Employer
- Section 6: Completed by Employer

Leave the Evaluation of Student Progress and Final Evaluation of Student Progress on page 5 blank at this time

Submit the complete I-983 (along with your completed Request form and a photocopy of your diploma) via RGlobal portal in Step 2 of this tutorial

DEPARTMENT OF HOMELAND SECURITY U.S. Immigration and Customs Enforcement		OMB APPROVAL NO. 1553-0054 EXPIRATION DATE: 5/31/2025
TRAINING PLAN FOR STEM OPT STUDENTS Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)		
SECTION 1: STUDENT INFORMATION (Completed by Student)		
Student Name (Surname/Primary Name, Given Name)		Student Email Address:
Name of School Recommending STEM OPT:	Name of School Where STEM Degree Was Earned:	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):
Designated School Official (DSO) Name and Contact Information:	Student SEVIS ID No.:	STEM OPT Requested Period (mm-dd-yyyy): From: _____ To: _____
Qualifying Major and Classification of Instructional Programs (CIP) Code: _____		
Level/Type of Qualifying Degree: _____		
Date Awarded (mm-dd-yyyy): _____		
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employment Authorization Number: _____		
SECTION 2: STUDENT CERTIFICATION		
I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.		
I certify that:		
1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");		
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;		
3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;		
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and		
5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.		
Signature of Student: _____		
Printed Name of Student: _____ Date (mm-dd-yyyy): _____		

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-983

STEP 4 - Complete the Form I-983, paying attention to these important reminders:

a. SEVIS School Code of School Recommending STEM OPT:

- Undergraduate: NEW214F00147002
- Graduate: NEW214F00147000
- RBHS-Piscataway: NEW214F00884001
- RBHS-Newark: NEW214F00884000
- RBHS-Scotch Plains: NEW214F00884003

b. Your Designated School Official (DSO) is your International Student Adviser (ISA). **Please add all contact information below into this box (you may need to handwrite if it does not fit with typing):**

- Your ISA's name
- 848-932-7015
- iss-students@global.rutgers.edu
- 180 College Ave, New Brunswick NJ 08901

To confirm who is your ISA, review the [“International Student Services Liaison List”](#) on our website.

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 5/31/2025

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

TRAINING PLAN FOR STEM OPT STUDENTS
Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

SECTION 1: STUDENT INFORMATION (Completed by Student)		
Student Name (Surname/Primary Name, Given Name): SMITH, JOHN	Student Email Address: EMAIL@EMAIL.COM	
Name of School Recommending STEM OPT: RUTGERS UNIVERSITY	Name of School Where STEM Degree Was Earned: RUTGERS UNIVERSITY	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): NEW214F00147002
Designated School Official (DSO) Name and Contact Information: [ADVISER NAME] 848-932-7015 ISS-STUDENTS@GLOBAL.RUTGERS.EDU	Student SEVIS ID No.: N00...	STEM OPT Requested Period (mm-dd-yyyy): From: 06/15/2020 To: 06/14/2022
Qualifying Major and Classification of Instructional Programs (CIP) Code: CHEMISTRY 40.0501		
Level/Type of Qualifying Degree: MASTER'S		
Date Awarded (mm-dd-yyyy): 05/17/2019		
Based on Prior Degree? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Employment Authorization Number: 123-456-789		
SECTION 2: STUDENT CERTIFICATION		
I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.		
I certify that:		
1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");		
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as		

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-983

(CONTINUED)

c. The STEM OPT Requested Period begins the day after your current EAD card ends and continues up to 24 months later, one day before.

d. Classification of Instructional Program (CIP) code is found on page 1 your I-20, next to your major/program of study. Write it exactly as it appears on the I-20.

e. “Based on Prior Degree” is asking whether you are applying for this 24 Month Extension based on a previously earned STEM degree. If you are applying for this 24 Month Extension based on your most recent Rutgers degree, check “No”. **If you write “Yes”, please alert your ISA.**

f. Employment Authorization Number is the 9-digit ‘A’ (Alien) number/USCIS # on your Employment Authorization Document (EAD card).

g. Sign the form. Information on acceptable signatures is [found here \(click\)](#).

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 5/31/2025

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

TRAINING PLAN FOR STEM OPT STUDENTS
Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

SECTION 1: STUDENT INFORMATION (Completed by Student)			
Student Name (Surname/Primary Name, Given Name): SMITH, JOHN		Student Email Address: EMAIL@EMAIL.COM	
Name of School Recommending STEM OPT: RUTGERS UNIVERSITY	Name of School Where STEM Degree Was Earned: RUTGERS UNIVERSITY	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): NEW214F00147002	
Designated School Official (DSO) Name and Contact Information: [ADVISER NAME] 848-932-7015 ISSS-STUDENTS@GLOBAL.RUTGERS.EDU		Student SEVIS ID No.: N00...	STEM OPT Requested Period (mm-dd-yyyy): From: 06/15/2020 To: 06/14/2022
Qualifying Major and Classification of Instructional Programs (CIP) Code: CHEMISTRY 40.0501			
Level/Type of Qualifying Degree: MASTER'S			
Date Awarded (mm-dd-yyyy): 05/17/2019			
Based on Prior Degree? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Employment Authorization Number: 123-456-789			
SECTION 2: STUDENT CERTIFICATION			
I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.			
I certify that:			
1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students (“Plan”);			
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as			

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-983

(CONTINUED)

Continue with the rest of the form. A few reminders:

h. The start date of employment on page 2 should be the requested start date of STEM OPT (see below)

i. Page 5 is meant to be left blank at this time. It is only filled out during the 12 month and 24 month evaluation, or when ending work with an employer.

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)			
Employer Name:		Street Address:	
Employer Website URL:		City:	State: ZIP Code:
Employer ID Number (EIN):	Number of Full-Time Employees in U.S.:	North American Industry Classification System (NAICS) Code:	
OPT Hours Per Week (must be at least 20 hours/week):	Compensation:		
Start Date of Employment (mm-dd-yyyy):	A. Salary Amount and Frequency:		
	B. Other Compensation (Type and Estimated Amount or Value):		
	1. _____		
	2. _____		
	3. _____		
	4. _____		



EVALUATION ON STUDENT PROGRESS	
Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.	
Range of Evaluation Dates: From (mm-dd-yyyy): _____ To (mm-dd-yyyy): _____	
LEAVE BLANK FOR NOW	
Signature of Student (Sign in ink): _____	
Printed Name of Student: _____ Date (mm-dd-yyyy): _____	
Signature of Employer Official with Signatory Authority (Sign in ink): _____	
Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____	
FINAL EVALUATION ON STUDENT PROGRESS	
Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.	
Range of Evaluation Dates: From (mm-dd-yyyy): _____ To (mm-dd-yyyy): _____	
LEAVE BLANK FOR NOW	
Signature of Student (Sign in ink): _____	
Printed Name of Student: _____ Date (mm-dd-yyyy): _____	
Signature of Employer Official with Signatory Authority (Sign in ink): _____	
Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____	

STEM 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

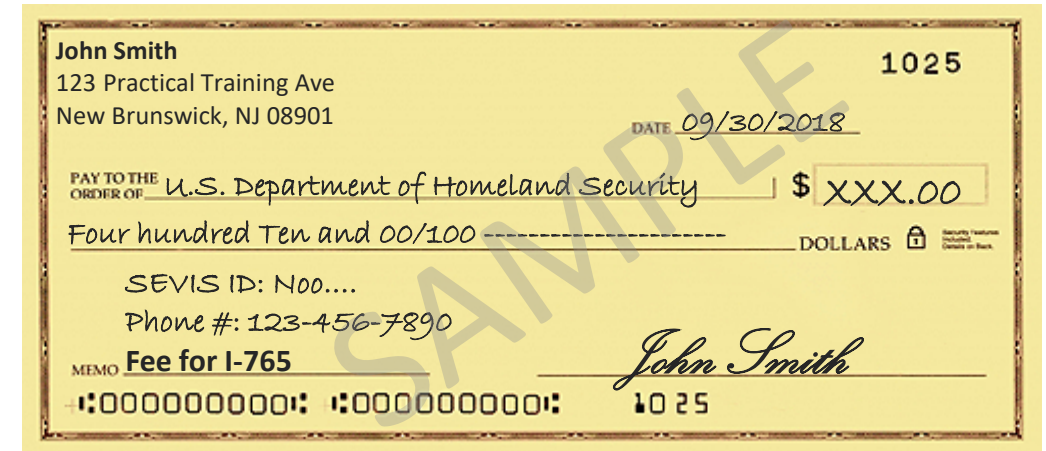
The check must be drawn from a bank or other financial institution located in the United States and must be payable in U.S. currency

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)



STEM 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



STEM 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		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2G
City or Town		State	ZIP Code
New Brunswick		NJ	08901
Credit Card Holder's Signature and Contact Information:			
Credit Card Holder's Signature		<i>John Smith</i>	
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		<input checked="" type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	\$ XXXX .00
Credit Card Expiration Date (mm/yyyy) 08/2020			

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

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

STEM 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 the instructions printed on page 1, explaining to 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	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number A-		
	Remarks		

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.**


STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

STEP 3 - Be sure to check off “I am applying for: **1.c. Renewal of my 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	Other Names Used
<p>I am applying for (select only one box):</p> <p>1.a. <input type="checkbox"/> Initial permission to accept employment.</p> <p>1.b. <input type="checkbox"/> 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.</p> <p>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.</p> <p>1.c. <input checked="" type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)</p>	<p>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.</p> <p>Additional Information.</p> <p>2.a. Family Name (Last Name) <input type="text" value="SMITH"/></p> <p>2.b. Given Name (First Name) <input type="text" value="J. R."/></p> <p>2.c. Middle Name <input type="text" value="N/A"/></p> <p>3.a. Family Name (Last Name) <input type="text" value="N/A"/></p> <p>3.b. Given Name (First Name) <input type="text" value="N/A"/></p> <p>3.c. Middle Name <input type="text" value="N/A"/></p> <p>4.a. Family Name (Last Name) <input type="text" value="N/A"/></p> <p>4.b. Given Name (First Name) <input type="text" value="N/A"/></p> <p>4.c. Middle Name <input type="text" value="N/A"/></p>
<p>Part 2. Information About You</p> <p>Your Full Legal Name</p> <p>1.a. Family Name (Last Name) <input type="text" value="SMITH"/></p> <p>1.b. Given Name (First Name) <input type="text" value="JOHN JAMES"/></p> <p>1.c. Middle Name <input type="text" value="N/A"/></p>	

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

STEM 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 in Part 2, question 5.b-e. where you will be able to receive documents for the next three or four months. **This should NOT be the ISSS office address or department address**

This does not necessarily need to be your current address; if it is not your current address, 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 question 7.a-d.

We do not recommend using to your on-campus address. You may instead choose to purchase a P.O. box.

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 NJ 7.e. ZIP Code NONE

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.

STEM 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:

- b. Enter your 9-digit 'A' number for question 8, found on your Employment Authorization Document (EAD card)
- c. Answer "Yes" to question 12 and attach a copy of your previous EAD card
- d. If you applied online before, write your USCIS Online Account Number. Otherwise, write "NONE"
- e. Write in your SSN information

Other Information

8. Alien Registration Number (A-Number) (if any)
▶ A- 9 8 7 6 5 4 3 2 1

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 the information in Item 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.

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

17.b. Given Name (First Name) 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

STEM 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
- f. 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
- g. Fill in (c)(3)(C) in question 27 for STEM extension optional practical training (1st c is lower case, 2nd C is upper case)
- h. In question 28.a-c., provide your degree level and major (for example, Bachelor’s English) and the requested information about your current employer. If it does not fit, abbreviate and add it as additional information on page 7

NOTE: The E-Verify number is different from the EIN number required on the form I-983; e-Verify numbers are generally four to seven digits long

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

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) (C)

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 MS CHEMICAL ENG

28.b. Employer's Name as Listed in E-Verify
MAGICAL COMPANY

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number
123456

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

l. For questions 29 and 31.a. write NONE

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

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
- c. Sign and date in question 7.a.-7b. **Signature must be in black pen ink and fit within box provided.** USCIS will not accept a stamped or digital name in place of a signature. For question 7.b., write the date out completely as mm/dd/yyyy, such as 03/17/2021
- d. You must be located inside of the U.S. to apply for an EAD card

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

4. Applicant's Mobile Telephone Number (if any)

5. Applicant's Email Address (if any)

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

Applicant's Signature

7.a. Applicant's Signature

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

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)

1.b. Interpreter's Given Name (First Name)

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

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

STEP 7 - 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

3.b. Apt. Ste. Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and , 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

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

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)

1.b. Preparer's Given Name (First Name)

2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

3.a. Street Number and Name

3.b. Apt. Ste. Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number

5. Preparer's Mobile Telephone Number (if any)

6. Preparer's Email Address (if any)

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

8.b. Date of Signature (mm/dd/yyyy)

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

STEP 8 - Complete Part 6:

- a. Add any past approved CPT information
- b. Add any past approved OPT information
- 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).

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)(C) (per the [I-765 instructions](#)). **Please see next page for a sample**

Write your name for questions 1.a.-1.b, and your A-Number for question 2

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d.

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d.

5.a. Page Number 5.b. Part Number 5.c. Item Number

5.d.

6.a. Page Number 6.b. Part Number 6.c. Item Number

6.d.

7.a. Page Number 7.b. Part Number 7.c. Item Number

7.d.

Form I-765 Edition 07/26/22 Page 7 of 7

STEM 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
- 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
- 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 9 - Remember to include all 7 pages of Form I-765 in your application to USCIS

Part 6. Additional Information			
If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet.			
1.a. Family Name (Last Name)	Smith		
1.b. Given Name (First Name)	John		
1.c. Middle Name	N/A		
2. A-Number (if any) ▶ A-	1 2 3 4 5 6 7 8 9		
3.a. Page Number	3.b. Part Number	3.c. Item Number	
3	2	27	
3.d.	CPT Authorization		
	Apple, 1/5/2019 - 4/5/2019, FT, Master’s		
4.a. Page Number	4.b. Part Number	4.c. Item Number	
3	2	27	
4.d.	OPT Authorizations		
	05/15/2014-05/14/2015 Bachelors		
5.a. Page Number	5.b. Part Number	5.c. Item Number	
3	2	26	
5.d.	Previous SEVIS ID		
	N0000001234		
	09/01/2011-05/15/2012 Bachelors		
6.a. Page Number	6.b. Part Number	6.c. Item Number	
NONE	NONE	NONE	
6.d.	N/A		
7.a. Page Number	7.b. Part Number	7.c. Item Number	
NONE	NONE	NONE	
7.d.	N/A		
4.a. Page Number	4.b. Part Number	4.c. Item Number	
3	2	27	
4.d.	OPT Authorizations		
	05/15/2014-05/14/2015 Bachelors		

STEM 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

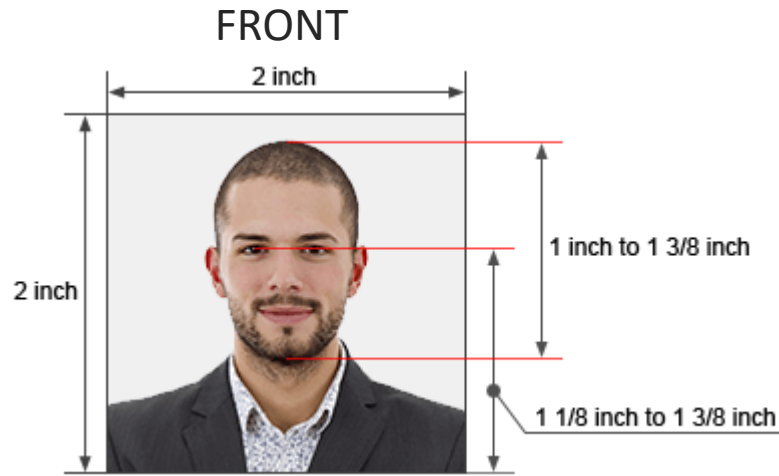
Eye height in the photograph should be between 1 1/8 inch to 1 3/8 inches from top of eyes to bottom of photo

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

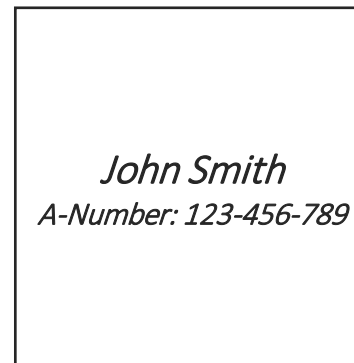
Resources:

Dept of State Photo Requirements

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>



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 Alien (A) Number on the back of the photo

STEM 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

U.S. Customs and Border Protection
Securing America's Borders

OMB No. 1851-0111
Expiration Date: 11/30/2014

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: [REDACTED] Print

Admit Until Date (MM/DD/YYYY): D/S

Details provided on Admission (I-94) form:

Family Name: [REDACTED]
First (Given) Name: Federico
Birth Date (MM/DD/YYYY): [REDACTED]
Passport Number: [REDACTED]
Passport Country of Issuance: Italy
Date of Entry (MM/DD/YYYY): 05/11/2013
Class of Admission: F1

Effective April 20, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

Departure Number
813106636 11

Department of Homeland Security
CBP I-94A (11/04)
Departure Record

L1
12345
CUSTOMS AND BORDER PROTECTION
ADMITTED
USA
09/17/2007
Class
Unit

Family Name
SAMPLE
First (Given) Name
AHMET
Country of Citizenship
PAKISTAN
Birth Date (Day, Mo, Yr)
22, 12, 50

20041122 US-VISIT 20050207 MULTIPLE

See Other Side STAPLE HERE

STEM 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.

NOTE - you must upload a recent transcript that notates your earned diploma!

- 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

Grades

Fall 2020
SCHOOL OF MANAGEMENT & LABOR RELATIONS (GRAD)
Major(s): HUMAN RESOURCE MANAGEMENT

Course Title	School Dept	CourseSect	Credits	Grade
Mng Rewards Systems	38 533	635 02	3	
Mng Global Workforce	38 533	665 02	3	

Degree Credits	Term Avg	Cum Avg
--	--	--

The Grades channel provides official term grades.

To view your official term grades, please enter the following

Semester:

4-digit Year:

Your [Full Transcript](#) is also online.

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: STEM Diploma



Take a picture/scan of your diploma to submit via the RGlobal portal in Step 3

Make a copy of your STEM diploma to submit with your application to USCIS

You may wish to upload both a copy of your paper diploma AND the official digital copy [offered by the Registrar](#)

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: CPT 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		

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

Add these copies to your application before mailing to USCIS

STEM OPT APPLICATION PROCESS STEP 3

Submitting STEM OPT I-20 Request

STEP 1 - Login to the [RGlobal portal](#) with your NetID and password, you will find the STEM OPT Extension e-form request under 'F-1 Practical Training' menu. If you wish, you can have your STEM OPT application materials reviewed using this e-form. You may also [schedule an optional appointment with an ISA here](#).

STEP 2 - Complete the necessary fields in the e-form and upload the following documents to request a new I-20 with STEM OPT recommendation via the RGlobal Portal:

- a. completed **I-983**
- b. copy of your **diploma**

**** Documents will not be accepted by email.**
All requests must be submitted via RGlobal portal.

RBHS Newark students: for next steps, please contact
973-972-6138 or iss-rbhs@global.rutgers.edu

It can take up to 7 business days to process a new I-20 which notes the STEM OPT recommendation on page 2 of the document

Missing or incomplete documents can delay your receipt of your new I-20. Please make sure you've prepared all required documents listed on this slide before submitting request for new I-20 via the RGlobal portal

STEM OPT APPLICATION PROCESS STEP 4

Receiving your OPT recommended I-20

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

STEP 2 - Review the STEM OPT I-20 and make sure all information on it is accurate. You will be given 24 months of STEM OPT. **Print and sign this I-20** with a pen and make a copy to mail with the STEM 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		
SEVIS ID: [REDACTED] (F-1)		NAME: [REDACTED]		
EMPLOYMENT AUTHORIZATIONS				
TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
STEM OPT	FULL TIME	REQUESTED	15 October 2021	14 OCTOBER 2023

STEM 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 post-completion OPT 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>

STEM 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

STEM OPT APPLICATION PROCESS

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-informedelivery.usps.com/box/pages/intro/start.action>



Secure Access

Interact with your incoming mail and packages on the secure, online dashboard.



Preview Incoming Mail

View grayscale images of the exterior, address side of letter-sized mailpieces scheduled to arrive soon.*



Track Packages

Check the delivery status of packages and when they're scheduled to arrive.



Delivery Instructions

Leave delivery instructions if you won't be home to accept a package.



Schedule Redelivery

Missed a delivery?
Schedule a package to be redelivered.



Manage Notifications

Set up email and/or text notifications to track the delivery status of your package(s)

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.

Email us:

New Brunswick - iss-students@global.rutgers.edu

RBHS - iss-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>