



OPT APPLICATION PROCEDURE:

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

1. Bring to OISS 2 sets of copies

Again: Submit TWO (2) separate copies of each document listed below to OISS	<input checked="" type="checkbox"/>
1. Check or money order for \$5: 2.00 payable to "Department of Homeland Security". (Write "SEVIS ID & OPT Application" on Memo section)	
2. Completed & signed in blue ink Form I-765: Application for Employment Authorization.	
3. ACADEMIC OFFICIAL'S CERTIFICATION FOR OPT signed by Academic Dean or Graduate Program Director	
4. Current Rutgers Newark I-20 and ALL previous I-20s including I-20s issued by schools attended prior coming to Rutgers Newark (Page 1 & Page 3 only, NOT STAPLED!).	
5. All previous Employment Authorization Documents (EAD) granted by USCIS	
6. Most recent I-94 card, both sides – front and back.	
7. Most recent visa page in passport.	
8. Picture page of passport	
9. Passport page with expiration date if not on picture page (IMPORTANT: Passport must be valid at least nine (9) months into the future from filing date.)	
10. Two passport photos (Must be facing directly at camera; no glasses can be worn for the photo). Print name and SEVIS ID on the back of each photo with PENCIL .	
11. Job offer letter, if available. (A job offer is NOT required to apply for OPT.)	

2. OISS will submit OPT recommendation to SEVIS, issue a new I-20 bearing OPT recommendation, prepare complete application packet with Mailing Instruction and contact student to pick up. Processing takes 3 to 5 business days depending on OISS workload at time of filing. Please be patient and come to pick up **ONLY** when contacted to do so.
3. It is **STUDENT'S RESPONSIBILITY** to **double check all documents in OPT application packet and MAIL them to USCIS**. Student must mail the OPT application to USCIS **IMMEDIATELY** after picking up from OISS, following OISS Mailing Instruction using EXPRESS MAIL or other type of certified mail with a TRACKING NUMBER. Delay of mailing may jeopardize your eligibility for OPT.
4. Please keep the mail tracking number safely until receiving Form I – 797 from USCIS verifying the OPT application has been received and entered in USCIS's petition system.

New USCIS Photo Requirements

Please be sure to follow the guidelines as indicated in the following graphic. These are different than the previous side-pose that was required. Also be sure to write (in pencil) your name and SEVIS # on the back of the photos.

- The photos must be in color, with a plain background.
- All photos must meet size and image specifications.
- Photos must be of the applicant only.
- Where more than one photo is required, all photos of the person must be identical.
- The photos must be no more than 30 days old when an application is filed.
- The rules regarding head and face coverings have not changed. In general, head and face coverings are not acceptable on immigration photographs. However, the Foreign Affairs Manual (FAM) delineates very limited circumstances (medical or religious) when such coverings might be acceptable.

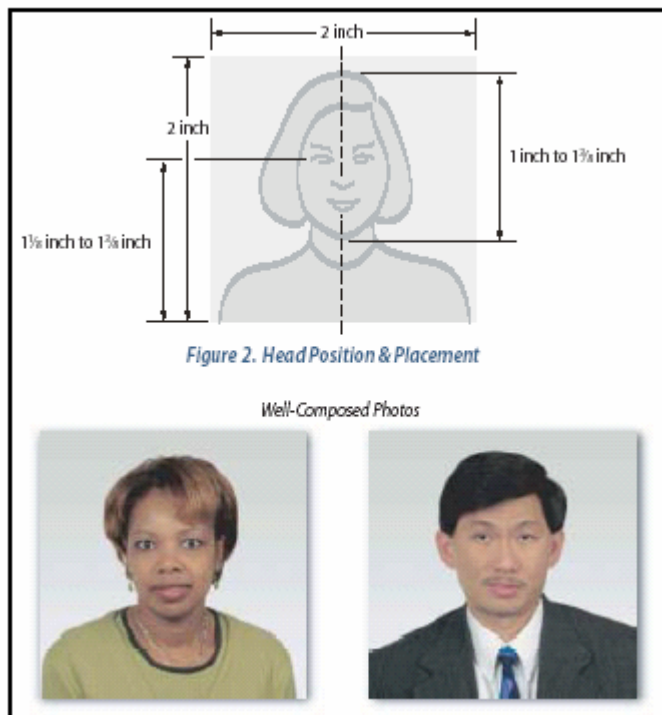
Obsolete ADIT style photo, shown only for reference purposes



New-style full-face photo (details on the next 3 pages)



Resource b Sample USCIS and DOS photos



↑source: [DOS U.S. Passport and U.S. Visa Photography Guide](#)

OPT APPLICATION

If you have not attended an Optional Practical Training (OPT) workshop conducted by OISS, please read the OPT Frequently Asked Questions on OISS website at <http://oiss.rutgers.edu> before filling out the application forms.

TO BE COMPLETED BY STUDENT:

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

Phone #: _____ Email during OPT: _____

U.S. Address: _____

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

Primary Major: _____ Secondary Major: _____

SEVIS ID: _____ I request to apply for Optional Practical Training:

Start Date: ____/____/____ End Date: ____/____/____
(Month/Day/Year) (Month/Day/Year)

If you received OPT authorization from USCIS for your CURRENT education level, indicate the approval date and the start and end dates on your EAD(s):

_____/_____/_____/_____/_____/_____
(Month/Day/Year) (Month/Day/Year)

Describe your proposed employment and explain how it relates to your major: DO NOT SAY: "Seeking an entry level position that is appropriate for my skills and experience"

Under the regulations of Department of Homeland Security effective April 8, 2008 (8 CFR Part 214.2 f(12)(i)), all F-1 students authorized by USCIS to engage in OPT are required to report to SEVIS the information listed below

- Any legal change of name
- Change of address
- Employer's name and address for the duration of OPT
- Interruption of such employment for the duration of OPT

I acknowledge that I understand the reporting requirements in the above-stated provision of law. In order to maintain timely compliance, I agree that, while I am on OPT, I will report the above information to the Office of International Student & Scholar Services (OISS) of Rutgers Newark via email at oiss@andromeda.rutgers.edu. It is OISS' responsibility to update the reported information on my SEVIS record.

Signature of Student: _____ Today's Date: ____/____/_____
(Month/Day/Year)

HELP FOR COMPLETING FORM I-765

ITEM IMPORTANT INFORMATION

**** I-765 form should have 10/30/08 (bottom right corner)****

1. **Name:** Enter your name as it appears on your I-20 form and passport
2. **Other names used:** List any other names that you have used on official documents in the United States.
3. **Address:** Print “C/O OISS - 175 University Ave, Room 120, Newark, NJ. 07102” on the form so that OISS will receive communications including your authorization card from USCIS for timely advising and notification. This address also determines which USCIS Service Center you must file the application with. New Jersey is under jurisdiction of USCIS Vermont Service Center.
- 4-8. Self-explanatory(for date of birth use month/day/year format)
9. **Social Security Number:** The number appearing on your social security card. Leave it blank if you don't have a Social Security Number. **DO NOT use** Rutgers school ID.
10. **Alien Registration Number (A-Number) or I-94 Number:** Use the eleven-digit identification number on your I-94 card (in the upper left corner of the card).
11. **Previous employment authorization from USCIS:** Check “yes” if an employment application was submitted directly to USCIS (for example: previous application for OPT, J2 or H1). Check “no” if you only worked on-campus or CPT.
- 12-15 **Last entry and current status:** The stamped date on your most recent I-94 card.
16. **Employment eligibility section:** This is a reference to the regulations for types of OPT: **(c) (3) (B)** for Post-Completion OPT, **(c) (3) (A)** for Pre-Completion OPT, and **(c) (3) (C)** for 17-Month STEM extension OPT (See USCIS original instruction next page)
17. **For STEM extension only.** Leave it blank for initial 12-month OPT application.

SIGN the form within the lines in BLUE INK and NOT outside the lines.

COMPLETION DATE OF ACADEMIC PROGRAM:

Your program completion date is the basis for determining the date you are eligible for full-time employment. Completion date is **NOT** the Commencement date or diploma issuing date.

- **Graduate Students:** Your **completion** date is the date when your thesis or dissertation is/will be submitted to the Graduate School; if you choose a non-thesis option, your completion date is the last day of the last semester in which you are enrolled.
- **Undergraduate Students:** Your **completion** date is the last day of the last semester in which you are enrolled.

1-795 Application for Employment

PRINT application by clicking at
the link below:

<http://www.uscis.gov/files/form/I-765.pdf>

Or

PRINT by clicking at the link in
the OISS OPT page titled '1-795'



OPT Application Mailing Instructions

IMPORTANT: Be sure to get a **tracking confirmation of delivery** through U.S. Postal Service or a private courier to send the following documents to USCIS. To avoid “lost mail” problem, please keep the tracking information safely until you receive official receipt from USCIS within three weeks from mailing date.

1. \$380 check or money order payable to “**Department of Homeland Security**”. Write your name and SEVIS ID number on the “memo” part of the check or money order. (*Do not write or sign on the back of the check.*)
2. Two color passport photos with your name and SEVIS ID number written on the back
3. Original Form I-765 that is filled out and signed in **blue** ink.
4. Photocopy of new I-20 bearing OPT Recommendation on Page 3
(*Do not send the original I-20. Keep it safely with all your other original I-20s.*)
5. Photocopy of ALL Rutgers Forms I-20 including any previously issued I-20(s).
6. Photocopy of ALL I-20(s) from any other U.S. schools that you attended before you came to Rutgers.
7. Photocopy of previous EAD card(s) if you had OPT before.
8. Photocopy of passport including: bio-page, expiration date page and visa page
9. Photocopy of most current I-94 card or, if changed status in U.S., copy of Change of Status Approval Notice (Form I-797A) with I-94 on the same page.

USCIS Mailing Address:

- U.S. Postal Service (USPS) Deliveries -
U.S. Citizenship and Immigration Services
P.O. Box 660867
Dallas, TX 75266

- Express mail and courier deliveries (FedEx, DHL, etc.) -
U.S. Citizenship and Immigration Services
ATTN: AOS
2501 S. State Highway 121 Business
Suite 400
Lewisville, Texas 75067