



# Applying for OPT using the Online USCIS Portal

Rutgers Global—International Student and Scholar Services

**[global.rutgers.edu](https://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: [global.rutgers.edu/OPT](https://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: [global.rutgers.edu/OPT-Extensions](https://global.rutgers.edu/OPT-Extensions)**

**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** – [Create your USCIS Online Account](#) (click link) following the instructions on their website

**STEP 4** - [Begin to fill out the online application](#) through your USCIS account. Choose the Optional Practical Training category that applies to you. Fill out the questions until you can download the printable/electronic draft I-765. You will need to upload this draft I-765 to the “Review OPT Application Materials” e-form on the RGlobal Portal

**DO NOT SUBMIT THE ONLINE APPLICATION OR PAY THE FEE ON THE USCIS WEBSITE YET! AS SOON AS YOU DIGITALLY SIGN THE USCIS ONLINE APPLICATION AND PAY THE FEE, YOUR APPLICATION IS CONSIDERED OFFICIALLY SUBMITTED. THIS IS INCORRECT!!! YOUR APPLICATION WILL BE INCOMPLETE IF YOU DO NOT UPLOAD AN OPT RECOMMENDED I-20 TO THE APPLICATION BEFORE SUBMITTING AND PAYING THE FEE. THIS WILL RESULT IN A DENIAL!**

**STEP 5** - [Submit the Post-Completion OPT e-form request](#) on the RGlobal Portal. [Meet with an international student advisor \(ISA\)](#) to review your application and request your new I-20 with OPT recommendation (appointment is optional but highly recommended)

**STEP 6** - [Receive your new I-20 with OPT recommendation](#) (you will get an email saying it's ready)

**STEP 7** - [Upload New OPT I-20 and Review Application](#). [If you are within the correct time frame to apply for OPT, login to your USCIS Online Account](#) and upload the \*NEW\* OPT I-20 (signed by you), along with any needed supporting documents to the online application

**STEP 8** - [Submit the application and pay the filing fee](#)

### **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
- Your [post-completion OPT application](#) should NOT be submitted to 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 USCIS before the end of your grace period
- Your [pre-completion OPT application](#) should NOT be submitted to USCIS more than 90 days prior to your requested OPT start date
- Your OPT application MUST reach 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 to USCIS. [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
- USCIS announced that the [OPT application fee](#) will remain \$410 for now
- You [cannot begin working](#) until you have received your new EAD card and the start date has arrived
- You [must be inside the U.S.](#) to apply for OPT
- 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

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

- ☐ 1. [Form I-765 electronic copy/draft](#) (this is obtained from the online application BEFORE you submit it)
- ☐ 2. [One passport-style color photograph](#) of you taken recently and not used before
- ☐ 3. Digital copy of your [passport picture page](#)
- ☐ 4. Digital copy of your [most recent F-1 visa](#) (or I-797C approval notice if status was changed in US)
- ☐ 5. Digital copy of your electronic [Form I-94](#) OR digital copy of your paper Form I-94 (front and back)
- ☐ 6. Digital copy of [unofficial full transcript](#) that shows your name
- ☐ 7. Digital copy of all [previous EAD cards](#) (front and back) that have been issued to you, if applicable
- ☐ 8. Evidence of all previous [CPT & OPT authorizations](#), if applicable (ex. digital copies of previous I-20s)
- ☐ 9. Digital copy of [NEW I-20 with OPT Recommendation\\*](#)
- ☐ 10. [\\$410 credit card or ACH payment](#)

[Submit  
your OPT  
Application  
materials  
for review  
on the  
RGlobal  
Portal  
e-form](#)

\* You will receive (9) your new I-20 with OPT recommendation after your application is reviewed by an international student advisor. You need this to apply for OPT.

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**
- 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 on CPT (if applicable); however, you may be paid following that date for work already completed.



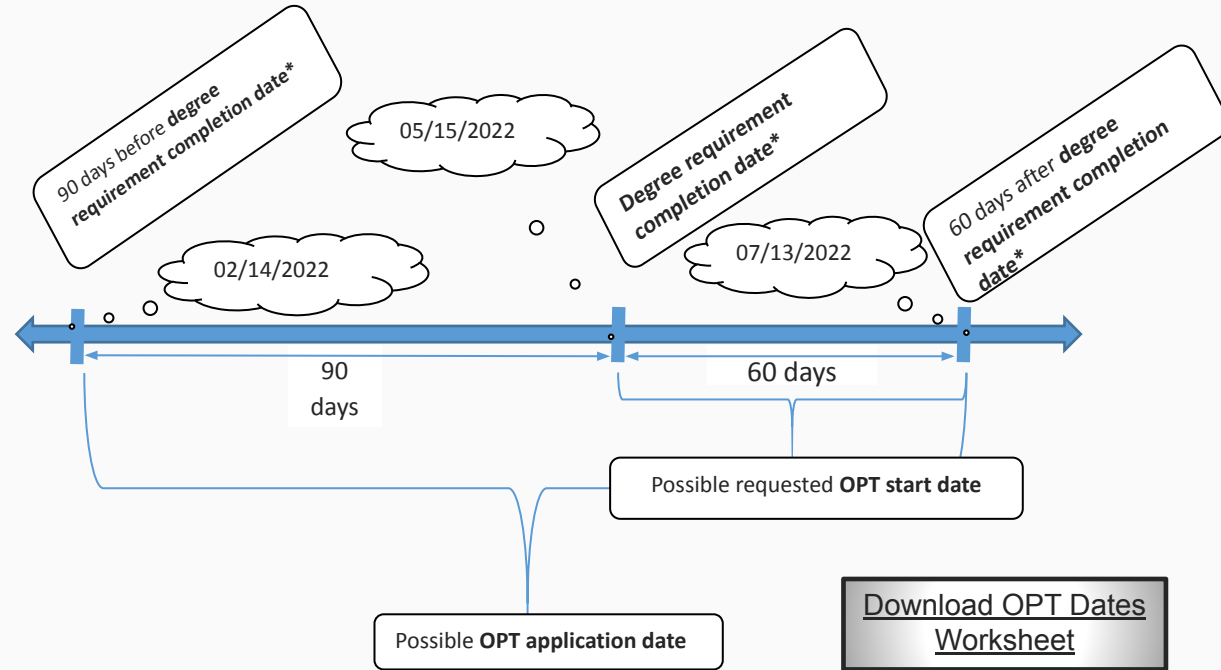
**POST-COMPLETION OPT**  
**SCENARIO 1: APPLYING FOR OPT AFTER**  
**COMPLETING ALL DEGREE**  
**REQUIREMENTS**

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. On-campus work and CPT must end by the degree 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

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



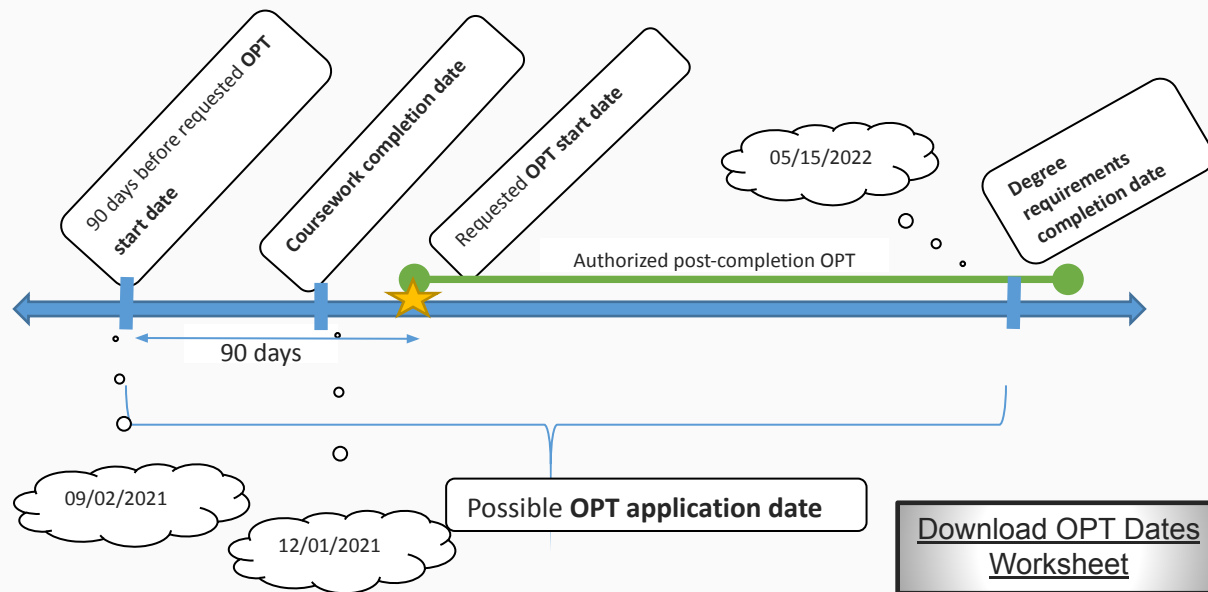
### POST-COMPLETION OPT

**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 and on CPT. 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**

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



### PRE-COMPLETION OPT

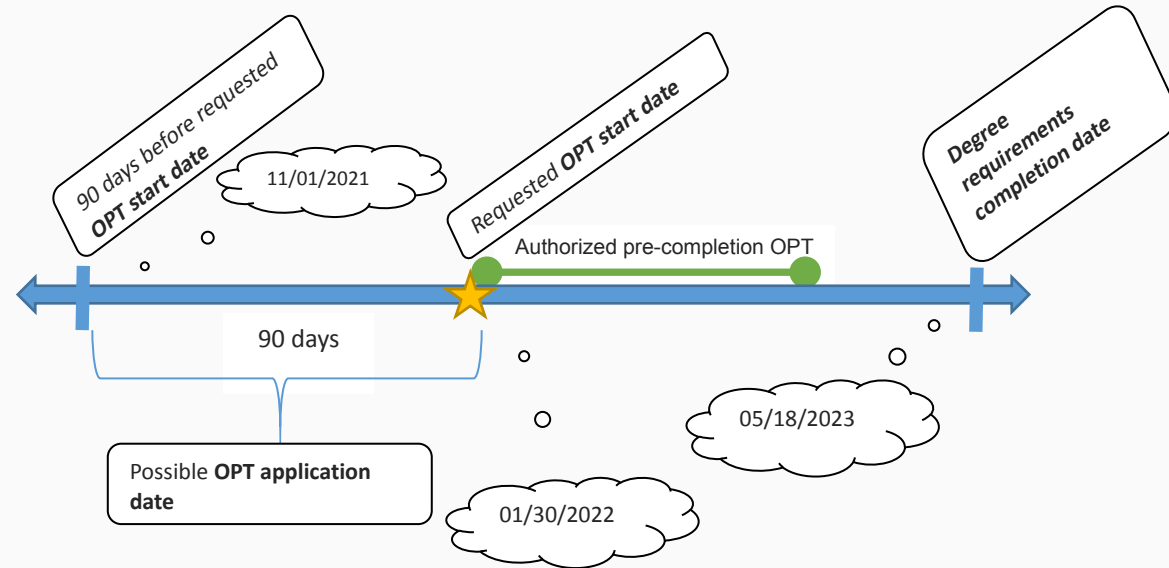
(only for students who have not yet completed degree or coursework requirements)

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](#)

### Applying for **PRE-COMPLETION OPT**



### File Formats

**Photos:** JPG, JPEG, or PNG

**Documents:** JPG, JPEG, PDF, TIF, or TIFF

Maximum size per file: 6MB

You can upload 5 documents at once, and there is no limit to the number of files you can upload in total

Foreign language documents must have official English Translation

### Allowable Characters in file names

English letters

Numbers

Spaces

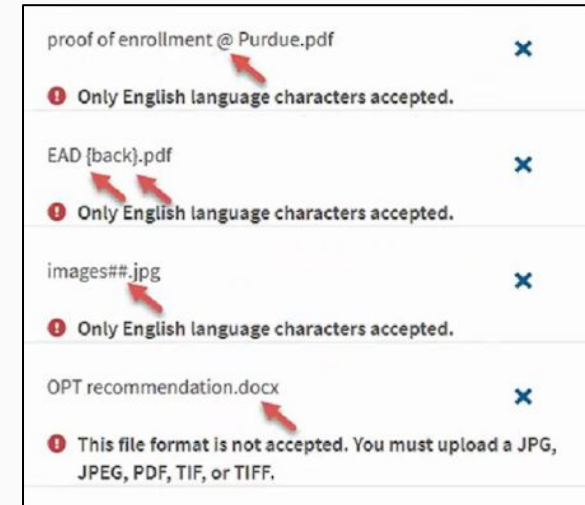
Periods .

Hyphens -

Underscores \_

Parentheses ( )

\*\*\*\*Do not use special characters



### 1 COLOR PHOTOGRAPH SPECIFICATIONS

You can either obtain a digital copy or image of a printed photo

The color photograph 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

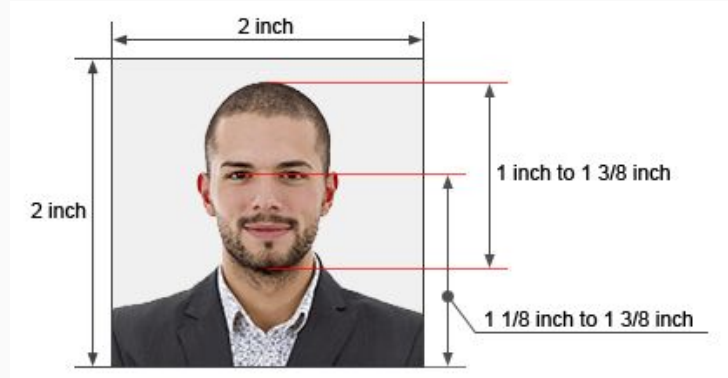
Resources:

**Dept of State Photo Requirements**

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

**Dept of State Photo Cropping Tool:**

<https://tsg.phototool.state.gov/photo>



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)

## Step 2 - Prepare Application Materials - Copies of other immigration documents

Image of your passport, most recent  
F-1 visa

Digital copy or image of your most  
recent I-94 <https://i94.cbp.dhs.gov/>

Image of your Employment  
Authorization/EAD Card from previous  
degrees (if any), front and back

***Make sure the images are clear and  
readable***

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

Get I-94 Number T-94 FAQ

Admission (I-94) Number Retrieval

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

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

Details provided on Admission (I-94) form:

Family Name: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date (MM/DD/YYYY): [REDACTED]

Passport Number: [REDACTED]

Passport Country of Issuance: Italy

Date of Entry (MM/DD/YYYY): 05/15/2013

Class of Admission: F1

► Effective April 20, 2013, DHS began automating the admission process. For alien lawfully admitted for permanent residence (LPRs) who only require I-94 to be in possession of a permanent Form I-94, a record of admission printed from the system will be provided. All other records will be provided on request.

► If an employer, local, state or federal agency requests admission records, present your request along with any applicable documents requested by that organization or agency.

► Note: For security reasons, we cannot share your admission record information with any other agency.

Departure Number  
81310665

Department of  
Homeland Security

CBP I-94A (11/04)  
Departure Record

Family Name  
SAMPLE

First (Given) Name  
AHMET

Country of Citizenship  
PAKISTAN

20041122 US-VISIT 20050207 MULTIPLE

See Other Side

STAPLE HERE



1. Visit [my.rutgers.edu](https://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. Download your unofficial transcript
4. RBHS students can get their transcripts at [my.rutgers.edu](https://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	Course	Sect	Credits	Grade
Mng Rewards Systems	38	533	635	02	3	
Mng Global Workforce	38	533	665	02	3	

Degree Credits	Term Avg	Cum Avg
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The Grades channel provides official term grades.

**To view your official term grades, please enter the following**

Semester:

Fall

4-digit Year:

2020

Get My Grades

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

**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	

*NOTE: The image contains a large diagonal "SAMPLE" watermark and red annotations highlighting the "FULL/PART-TIME" field and the "AUTHORIZATION DATES" row.*

If you received CPT authorization, you should include images of page 1 and 2 of the previous I-20 on which this CPT authorization was shown.

Upload the files of all CPT authorization I-20s to the online application when asked



### Create USCIS Online Account

If you have an existing account, sign in. Otherwise create a new account. **Please do NOT use any Rutgers email address for this account**

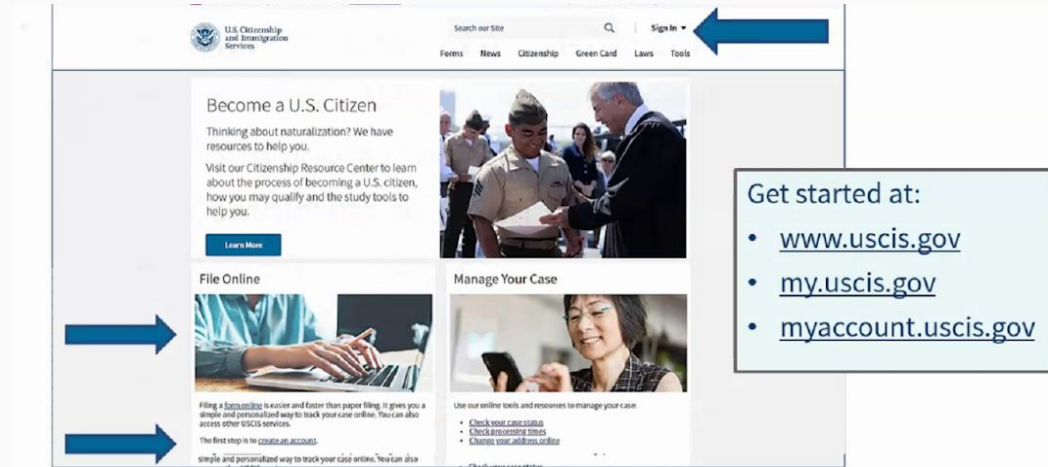
2 step authentication is used, and you will choose which way you prefer this to be verified (text vs email)

Each account is unique to 1 person - you cannot have 2 people using 1 account

### Resources:

<https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account>

[www.uscis.gov/file-online](https://www.uscis.gov/file-online)



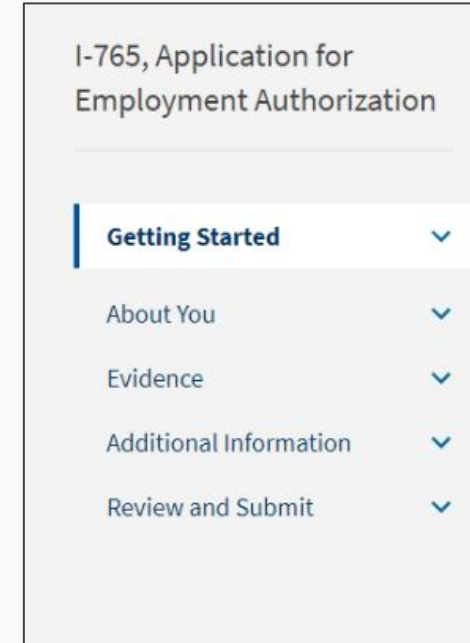
STEP 1 - [Read official instructions](https://www.uscis.gov/i-765) for completing Form I-765: <https://www.uscis.gov/i-765>

STEP 2 - Once logged in to your USCIS account, click “File a form online” on the home screen



The online application has multiple sessions to complete. These sections are:

- 1) **Getting Started section**
- 2) **About You section**
- 3) **Evidence section**
- 4) **Additional Information section**
- 5) **Review and Submit section**
  - a) **Form Filing Fee section**



STEP 3 - Select the “Application for Employment Authorization (I-765)” as the form you want to file online



### File A Form

Once you start your form, we will automatically save your information for 30 days, or from the last time you worked on the form.

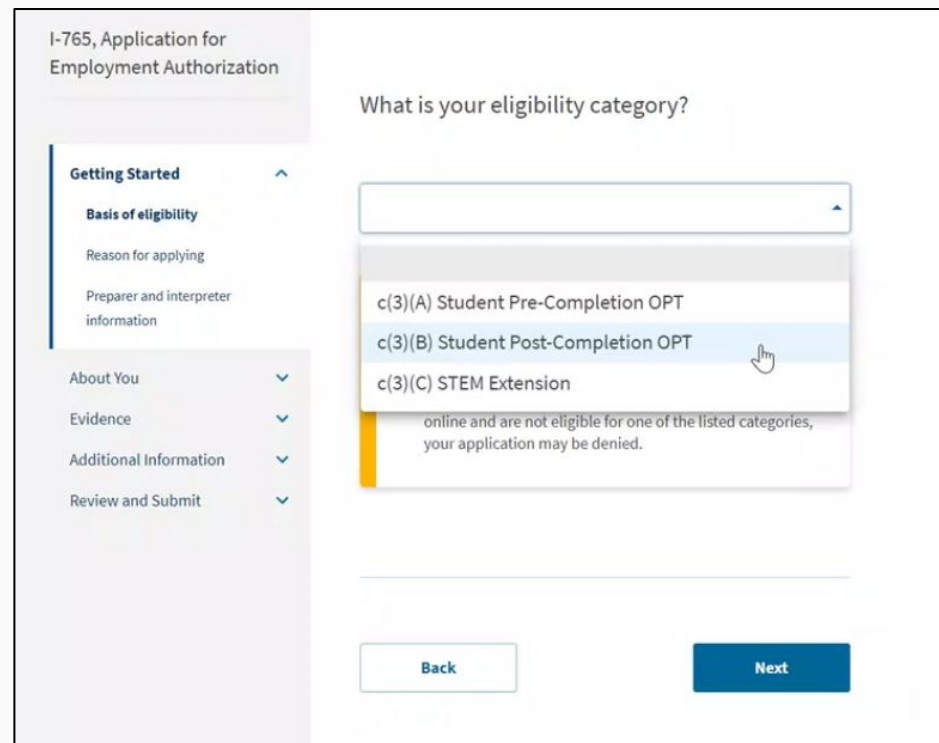
Select the form you want to file online.

- ☐ Application to Replace Permanent Resident Card (I-90)
- ☐ Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- ☐ Application for Naturalization (N-400)
- ☐ Application for Replacement Naturalization/Citizenship Document (N-565)
- ☐ Application for Certificate of Citizenship (N-600)
- ☐ Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- ☐ **Application for Employment Authorization (I-765)**  
Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:
  - Pre-completion OPT - (c)(3)(A) eligibility category;
  - Post-completion OPT - (c)(3)(B) eligibility category; or
  - a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.For all other eligibility categories, you must submit a paper [Form I-765](#).
- ☐ Petition for Alien Relative (I-130)

STEP 4 - Review the form overview and privacy notices information

STEP 5 - Select the correct employment eligibility category

- MOST STUDENTS WILL BE APPLYING FOR POST-COMPLETION OPT c(3)(B). IF YOU ARE UNSURE, ASK AN INTERNATIONAL ADVISOR BEFORE MOVING FORWARD. THIS MUST BE CORRECT.**



The screenshot shows the online application process for an I-765 Employment Authorization Document. The title is "I-765, Application for Employment Authorization". On the left is a sidebar with a "Getting Started" section containing "Basis of eligibility", "Reason for applying", and "Preparer and interpreter information". Below this are expandable sections: "About You", "Evidence", "Additional Information", and "Review and Submit". The main content area asks "What is your eligibility category?" and features a dropdown menu. The dropdown is open, showing three options: "c(3)(A) Student Pre-Completion OPT", "c(3)(B) Student Post-Completion OPT" (which is highlighted and has a mouse cursor over it), and "c(3)(C) STEM Extension". Below the dropdown, a warning states: "If you are not a U.S. citizen or permanent resident, and you are not eligible for one of the listed categories, your application may be denied." At the bottom are "Back" and "Next" buttons.

### STEP 6 - Select the reason you are applying

- If this is your first OPT application for your current degree, you will select “Initial Permission”
- If your EAD was already approved by USCIS but then LOST or STOLEN, you will select “Replacement”. [Please contact an advisor before refiling your application for important guidance](#)

STEP 7 - If you were ever approved for OPT in the past, regardless of degree level, select “Yes” for “Have you previously filed Form I-765?”. Upload files of the front and back of your previous EAD card(s) and/or Denial notices in the “Additional Information” section

The screenshot shows the online application interface for Form I-765. On the left is a sidebar menu with the following items: 'Getting Started' (expanded), 'Basis of eligibility', 'Reason for applying' (selected), 'Preparer and interpreter information', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The main content area is titled 'I-765, Application for Employment Authorization' and contains the question 'What is your reason for applying?'. There are three radio button options: 'Initial permission to accept employment' (selected), 'Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error', and 'Renewal of permission to accept employment'. Below this is a section titled 'Have you previously filed Form I-765?' with 'Yes' and 'No' radio button options. At the bottom right are 'Back' and 'Next' buttons.

STEP 8 - Answer “No” to “Is someone assisting you with completing this application?” unless an attorney, preparer, or interpreter is helping you file this application. **Rutgers Global - ISSS advisors are not considered an attorney, preparer, or interpreter**

I-765, Application for Employment Authorization

Getting Started ^

- Basis of eligibility
- Reason for applying
- Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

Is someone assisting you with completing this application?

☐ Yes

☒ No

Back Next

### STEP 9 - Enter your name as shown on your passport

If you have a middle name, we suggest writing both your first and middle name in the in the “Given Name” box

If you have used other names, either formally or informally, please say “Yes” and enter them on the application. This includes maiden names or nicknames

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name) Middle name

John Jacob

Family name (last name)

Smith

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

☐ Yes  
☐ No

Back Next

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

☒ Yes  
☐ No

Provide the other names you have used.

Given name (first name) Middle name

J J

Family name (last name)

Smith

+ Add another name

Back Next



STEP 10 - Write a U.S. mailing address where you will be able to receive documents for the next 3 to 4 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**

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 “In care of name” box

If your mailing address and physical address are different, please answer “No” to the next question and enter your physical address

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

123 Practical Training Road

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town State ZIP code

City New Jersey 11111

Is your current mailing address the same as your physical address?

☐ Yes

☒ No

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town State ZIP code

Back Next

**STEP 11 - Fill out your biographical information throughout the next section of the application**

What is your gender?

☐ Male

☐ Female

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What is your marital status?

☐ Single

☐ Married

☐ Divorced

☐ Widowed

---

[Back](#) [Next](#)

What is your city, town, or village of birth?

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What is your state or province of birth?

---

What is your country of birth?

---

What is your date of birth?

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[Back](#) [Next](#)

STEP 12 - Continue to fill out your immigration information, using your I-94 and passport(s)

To view and print your I-94 go to:  
<https://i94.cbp.dhs.gov/>

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 for “Status at last arrival”

Your current immigration status should be “F-1 student”

Enter your current SEVIS ID number. Your SEVIS ID is located at the top left corner of your I-20. Use the “Additional Information” section of the application to provide any previously used SEVIS ID numbers, if applicable

What is your country of citizenship or nationality?  
List all countries where you are currently a citizen or national.

[+ Add country](#)

What is your Form I-94 Arrival-Departure Record Number (if any)?

When did you last arrive in the United States?  
List your arrival date, place of arrival, and status at arrival.

Date of arrival

Place of arrival

Status at last arrival

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

What country issued your passport or travel document?

What is your current immigration status or category?

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?  
Use the “Additional Information” section to include all previously used SEVIS numbers.

[Back](#) [Next](#)

STEP 13 - Check “I do not have or know my A-Number”

Check “I do not have or know my USCIS Online Account Number”. You will only have a USCIS Online Account Number if you previously filed an online application with USCIS

What is your A-Number?

☐ I do not have or know my A-Number.

A-

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What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

☐ I do not have or know my USCIS Online Account Number.

STEP 14 - If you never had a Social Security number (SSN), you may apply for one now by answering “No” and “Yes” to the following related questions

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](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

If you have a SSN, select “Yes” and enter the number

If you do not have a SSN...


Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☐ Yes  
☒ No

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Do you want the SSA to issue you a Social Security card?

☒ Yes  
☐ No

 You must agree to the Consent for Disclosure

If you answer “Yes”, you must also answer “Yes” to the Consent for Disclosure.

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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

If you have a SSN...

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☒ Yes  
☐ No

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What is your Social Security number (if known)?

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STEP 15 - Follow the instructions to upload your photo, using the file format requirements. See slide 13 for more details

### 2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photos.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

File upload link button

Back

Next

STEP 16 - **Obtain your 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

### I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

Back

Next

### STEP 17 - Upload the following:

- 1) **Image of your most recent passport.** You only need to upload the 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, upload 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.

### Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

[Back](#)[Next](#)



### STEP 18 - Upload the following:

- 1) **Page 1 & 2 of I-20s that show your previous CPT approvals**, for ALL degree levels.
- 2) **Page 1 & 2 of I-20s that show your previous OPT recommendations**, for ALL degree levels.
- 3) **Unofficial transcript for your current degree.**
  - a) See slide 15 for information on how to obtain transcripts

#### Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

# STOP!

- Save the draft application - **DO NOT SUBMIT YET**
- You cannot progress until you have received your **NEW OPT recommended I-20** from Rutgers Global
- See next slides for information on how to get your new **OPT I-20**

**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. Any recommended changes will be sent to you via email

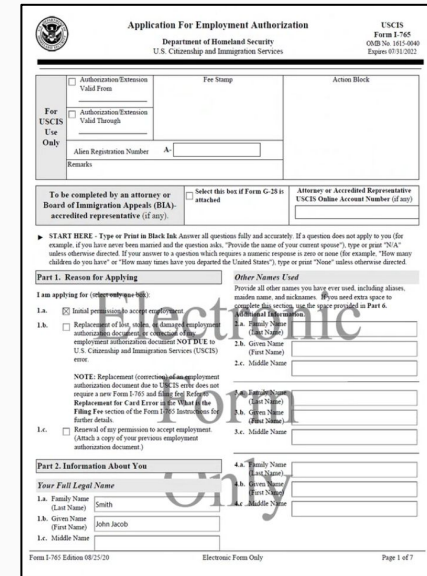
- You will need to save the “electronic draft” of the Form I-765 from the Online Application, and upload it to the OPT application e-form for Rutgers Global review. This is explained on the next slide.**

**STEP 3** - Schedule an optional appointment to review your application with an 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 on the RGlobal Portal

# 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 advisor



The image shows the USCIS Form I-765, Application for Employment Authorization. The form is titled "Application for Employment Authorization" and includes the USCIS logo and the text "Department of Homeland Security, U.S. Citizenship and Immigration Services". It is Form I-765, dated 08/16/10, and expires 07/31/2012. The form is divided into several sections: "For USCIS Use Only", "Alien Registration Number", "Remarks", "To be completed by an attorney or Board of Immigration Appeals (BIA)", "START HERE - Type or Print in Block Ink", "Part 1. Reason for Applying", "Other Names Used", "Part 2. Information About You", and "Family Name". The form includes checkboxes for "Authorization Extension Valid From", "Authorization Extension Valid Through", "Alien Registration Number", "Remarks", "To be completed by an attorney or Board of Immigration Appeals (BIA)", "START HERE - Type or Print in Block Ink", "Part 1. Reason for Applying", "Other Names Used", "Part 2. Information About You", and "Family Name". The form also includes a section for "Family Name" and "Family Name". The form is labeled "Form I-765 Edition 08/2010" and "Electronic Form Only".

Review the **draft** I-765 form information for correctness before uploading it to the RGlobal Portal e-form. Click “View draft snapshot” (shown below) to download a copy of the electronic draft form I-765 and save it to your computer

**✗ NOT THIS ONE**

Review the I-765 form information

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

[View draft snapshot](#)

**THIS IS CORRECT**

**Application For Employment Authorization**

USCIS  
Form I-765  
OMB No. 1615-0040  
Expires 07/31/2022

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

☐ Authorization Extension Valid From

☐ Authorization Extension Valid Through

Alien Registration Number A- [ ]

Remarks

Fee Stamp

Action Block

**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** Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

**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 any 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.)

**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)

2.b. Given Name (First Name)

2.c. Middle Name

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

**Part 2. Information About You**

**Your Full Legal Name**

1.a. Family Name (Last Name) Smith

1.b. Given Name (First Name) John Jacob

1.c. Middle Name

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c. Middle Name

Form I-765 Edition 08/25/20 Electronic Form Only Page 1 of 7

**STEP 1** - Look for an email confirming that your new I-20 with OPT recommendation is ready, signed by an ISA. **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. The OPT recommendation and requested start and end dates are listed on page 2. Please make sure these dates are correct

**STEP 3** - Print and sign this I-20 with a blue pen. **YOU MUST SIGN THIS WITH INK.** Your adviser will sign it digitally - you cannot!

**STEP 4-** Take a picture or scan the I-20 to upload to the online application ([explained on slide 38](#))

**STEP 5** - 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. 1653-0098

---

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

**EMPLOYMENT AUTHORIZATIONS**

TYPE	FULL-TIME OPT	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	15 JULY 2021	14 JULY 2022

# IMPORTANT!

- You should not continue to Step 8 of this tutorial (Submission and Fee Payment) until you have uploaded your new OPT recommended I-20 to the online USCIS OPT application. This new OPT I-20 is given to you by your Rutgers advisor when you complete all the [necessary e-form steps on the RGlobal Portal](#)
- The I-20 you upload should also be signed by you, IN INK. This means it must be printed from your email, signed in blue pen, and scanned into an uploadable file that meets the USCIS file format requirements that are found on [slide 12](#) of this tutorial
- Submitting your online application without uploading your OPT I-20 first will **lead to a denial**

Upload images of page 1 & 2 of your new,  
signed OPT recommended I-20

### I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back

Next

If you need to provide any additional information for any of your answers to the questions on the application, enter it into the “Additional Information” section. You should include the questions that you are referencing (Section, Page, Question, etc).

If you do not need to provide any additional information, you may leave this section blank.

**Examples shown on the next slides**

### Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

**Section**

**Page**

**Question**

**Additional information**  

0/500

Save response

Cancel



**Example #1:** You have a different, previous SEVIS ID #

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 #

In the “Additional Information” box, enter your specific information:

SEVIS ID: N00#####

Program start date - Program end date

Degree Level (Bachelor’s, Master’s, or PhD)

### Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

**Section**  

About You

**Page**  

Your immigration information

**Question**  

What is your Student and Exchange Visitor Inform...

**Additional information**

Previous SEVIS ID# - N0123456789, Bachelors,  
9/1/2015 - 5/31/2017

65/500

Save response

Cancel

# ONLINE I-765 APPLICATION PROCESS

## Step 7 - Uploading New OPT I-20 and Review Application

**Example #2:** You have used CPT and/or OPT in the past, **at any school or any degree level**. You should upload 1 evidence section for all CPTs and 1 evidence section for all OPTs. List out the information separately for each individual authorization period, using the example information below.

In the “Additional Information” box, type your specific information:

- Employer’s name
- Start & end date
- Part-time or Full-time
- Degree Level (Bachelor’s, Master’s, or PhD)

**Additional Information**

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

**Section**

Evidence

**Page**

Previously authorized CPT or OPT

**Question**

Previously authorized CPT or OPT

**Additional information**

CPT Authorization, Apple, 1/5/2019-4/5/2019, FT, Masters

56/500

**Save response** **Cancel**

CPT example

**Additional Information**

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

**Section**

Evidence

**Page**

Previously authorized CPT or OPT

**Question**

Previously authorized CPT or OPT

**Additional information**

OPT Authorization, 5/15/2014-05/14/2015, Bachelors

50/500

**Save response** **Cancel**

OPT example

# ONLINE I-765 APPLICATION PROCESS

## Step 7 - Uploading New OPT I-20 and Review Application

- Check your application for accuracy and completeness before submitting
- Check for any alerts that may be showing, and correct them as needed
- **WARNING** - alerts are not always shown! It is your responsibility to ensure your application is correct

### Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

**i** Your form filing fee is: \$410

---

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

**i** There are errors in About You: Your immigration information

[Edit my responses](#)

Your fee

**i** Your form filing fee is: \$410

---

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

Alerts and warnings

**✓** We found no alerts or warnings in your application

# ONLINE I-765 APPLICATION PROCESS

## Step 7 - Uploading New OPT I-20 and Review Application

After receiving ISA feedback from Rutgers Global, consider making changes to your application where needed. Then, review the I-765 form information once again on your own for correctness and save it to your computer for future reference

### Review the I-765 form information



Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

[View draft snapshot](#)




Application For Employment Authorization		USCIS Form I-765 OMB No. 1615-0040 Expires 07/31/2022
Department of Homeland Security U.S. Citizenship and Immigration Services		
<b>For USCIS Use Only</b>	<input type="checkbox"/> Authorization Extension Valid From	Fee Stamp
	<input type="checkbox"/> Authorization Extension Valid Through	
	Alien Registration Number A- <input type="text"/>	Action Block
Remarks		
<b>To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).</b>		<input type="checkbox"/> Select this box if Form G-28 is attached
		<b>Attorney or Accredited Representative USCIS Online Account Number (if any)</b> <input type="text"/>
<p>▶ <b>START HERE - Type or Print in Black Ink</b> Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.</p>		
<b>Part 1. Reason for Applying</b>		<b>Other Names Used</b>
I am applying for (select only one box):		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.
1.a. <input checked="" type="checkbox"/> Initial permission to accept employment.		<b>Additional Information</b>
1.b. <input type="checkbox"/> Replacement of lost, stolen, or damaged employment authorization document or correction of any employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.		2.a. Family Name (Last Name) <input type="text"/>
<small>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.</small>		2.b. Given Name (First Name) <input type="text"/>
1.c. <input type="checkbox"/> Renewal of any permission to accept employment (Attach a copy of your previous employment authorization document.)		2.c. Middle Name <input type="text"/>
		3.a. Family Name (Last Name) <input type="text"/>
		3.b. Given Name (First Name) <input type="text"/>
		3.c. Middle Name <input type="text"/>
<b>Part 2. Information About You</b>		4.a. Family Name (Last Name) <input type="text"/>
<b>Your Full Legal Name</b>		4.b. Given Name (First Name) <input type="text"/>
1.a. Family Name (Last Name) <input type="text"/> Smith		4.c. Middle Name <input type="text"/>
1.b. Given Name (First Name) <input type="text"/> John Jacob		
1.c. Middle Name <input type="text"/>		
Form I-765 Edition 08/25/20		Electronic Form Only
		Page 1 of 7

To submit your application, confirm that you can read and understand English on the “Applicant’s statement” box

Carefully read the confirmation language on the “Applicant’s Declaration and Certification” page. You must understand this information, as this is [your](#) application to USCIS

If confirmed, type your full legal name in the “Applicant’s signature” box



### Applicant's statement

You must read and agree to the statement below.


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

\_\_\_\_\_

[Back](#) [Next](#)

### Applicant's Declaration and Certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.



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.

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.

\_\_\_\_\_

☒ I have read and agree to the applicant's statement


### Applicant's signature

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

John|

\_\_\_\_\_

[Back](#) [Next](#)



**WARNING: Do not submit an OPT application online from outside of the US and/or without a SIGNED OPT recommendation I-20**

**Once you pay the online application fee, the I-765 is considered filed immediately and can result in a denial if you applied from outside the US and without the OPT I-20**


After typing your name, you will be prompted to pay for your application submission. Read the instructions carefully and follow the link to pay.gov (click “Pay and submit”)

**Pay for and submit your application**

The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **\$410.**

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.



We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

**Pay and submit**

### Paying the I-765 Fee:

After you agree to the applicant statement, you will be directed to [pay.gov](https://www.pay.gov), a secure government portal

Check the fee amount: <https://www.uscis.gov/i-765>

Pay by ACH withdrawal, or debit/credit card

- ACH withdrawals require bank and routing information, and must be from a US financial institution
- Call your credit card company to alert them of this upcoming charge, to prevent blocked payment processing

Enter payment information

When you hit continue, the payment for your application will be submitted and the “I-765 Application for Employment Authorization” is considered filed immediately

The screenshot shows the 'USCIS I-765' payment page on the Pay.gov portal. It prompts the user to 'Please select a payment method:'. There are two radio button options: 'I want to pay with a withdrawal from a checking or savings account (ACH)' and 'I want to pay with a debit or credit card'. The second option is selected. To the right of the second option are logos for various credit cards: VISA, MasterCard, AMEX, Discover, and others. Below the options are 'Cancel' and 'Continue' buttons.

The screenshot shows the 'USCIS I-765' review and submit payment screen. It displays the following information: Agency Tracking ID: LNJ131CK7SQ1KH, Payment Amount: \$410.00, Payment Method: Plastic Card, Account Holder Name: Lee Smith, Card Type: VISA, Card Number: \*\*\*\*\*1111, Billing Address: 20 Ninian Street, Billing Address 2: City: Springfield, Country: United States, State/Province: LA, ZIP/Postal Code: 39248. At the bottom, there is a checkbox for 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement', which is checked. Below this are 'Previous', 'Cancel', and 'Continue' buttons.



A PDF receipt notice will become available for download in the **“Documents” tab** of your account. It will also be mailed to your mailing address from your application

Your application gets receipted immediately after payment

Your receipt notice shows the date you submitted the application, and your case #

You can use this case number to track your status/progress (see next slide)

Your Cases

I-765 Application for Employment Authorization  
Submitted on April 13, 2021 | Receipt # CE689368831  
View PDF

Case status Case history Documents

USCIS Notices

File	Date Sent	Action
<a href="#">Receipt Notice.pdf</a>	April 13, 2021	N/A

Your uploads

You may upload additional evidence that you wish to assist USCIS in adjudicating your application, even if the evidence was not specifically requested. USCIS will consider the timeliness and relevance of unrequested evidence when making a decision about your case.

File	Document	Date added
------	----------	------------

Unsolicited evidence

Unsolicited evidence is any additional information or evidence that we did not request from you. If you upload evidence that we did not request from you, USCIS will consider the timeliness and relevance of this information when making a decision about your case.

[Upload evidence](#)

### All notices are posted to your account

- Receipt notice
- Biometrics notice
- Request for Evidence (RFE)
- PDF of completed form
- Decision letter

\* Notices are also mailed to the mailing address on file



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

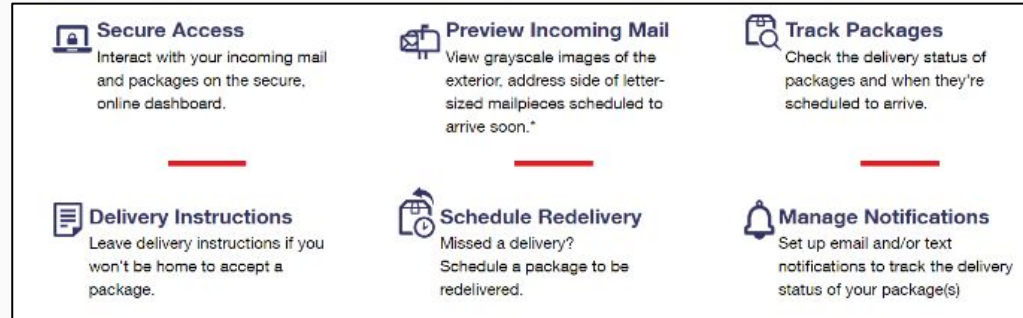
You can track the status of your application through the **Case Status Tracker**: <https://egov.uscis.gov/casestatus/mycasestatus.do>

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



## REJECTED OR DENIED 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 responding to the RFE, if time allows. You may need an updated I-20 from our staff.

USCIS will communicate with you via your online account as well as mail. Please see the image below for your communication options in your USCIS account.

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

### Email us:

- New Brunswick - [iss-students@global.rutgers.edu](mailto:iss-students@global.rutgers.edu)
- RBHS - [iss-rbhs@global.rutgers.edu](mailto:iss-rbhs@global.rutgers.edu)



Your USCIS account offers **resources** to help you manage your application on the online application portal. Please become familiar with these tools.

