

# OPT APPLICATION

NAME: \_\_\_\_\_

RMU ID: \_\_\_\_\_ Non-RMU Email \_\_\_\_\_

Current Address:

POST COMPLETION OPT REQUEST: *The earliest you may apply for OPT is 90 days prior to the completion of studies, and the latest you may apply for OPT is 60 days following program completion. It takes an average of 3 months to process an application. We recommend that you apply as soon as you know that you would like OPT. See the timeline below:*



Spring 2018:

**09/20/2018**

**12/19/2018**

**02/17/2019**

**You may apply between 9/20/2018 and 02/17/2018**

**Choose a Start Date (Between 09/20/2018 and 02/17/2019)\*:** \_\_\_\_\_

\*Note that you may not start working until you receive your EAD Card and your selected start date has arrived.

- ❖ Please be aware that failure to graduate at this time will result in difficulties with your I-20 and OPT application. Notify the CGE as soon as possible if this is a concern
- ❖ It is highly recommended that you do not travel internationally with a pending OPT application

*OPT advising sessions are usually time-consuming. Because of this we are unfortunately not able to accept walk-ins. Please make an appointment and have all documents ready to be reviewed.*

Email Jesse ([phillipsj@rmu.edu](mailto:phillipsj@rmu.edu)) to make an appointment



# OPT APPLICATION

## Application Instructions

In addition to this application, you will need to submit the following to the CGE. CGE will then submit it to USCIS on your behalf.

Please make sure your application is complete BEFORE your appointment

- ✓ Personal check or money order for **\$410**, made out to the Department of Homeland Security. (Note: Personal checks may take an additional two weeks to clear)
- ✓ Two photos that meet U.S. passport standards with Name and SEVIS number written on the back
- ✓ Completed G-1145 Form (<http://www.uscis.gov/g-1145>)
- ✓ Completed I-765 Form (<http://www.uscis.gov/i-765>)

### **Tips for the I-765: Please type, or write using black ink**

- For question #5 You MUST use this as your address:
  - **In care of: “Center for Global Engagement”**  
**6001 University Blvd., Moon Township, PA, 15108**
- For question #21a you should use your I-94 Number
- For question #27 use **(c)(3)(B)** for Post-completion OPT.
- ✓ Copies of ALL current and previous immigration documents

**[All previous I-20's, Passport, Visa, I-94, EAD card (if applicable)].**

- ✓ Please write legibly. CGE is not responsible for application issues that result from poor handwriting.

**To better serve you, if you require the CGE to print any documents for you, please submit them at least 24 hours prior to your appointment.**