

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 possible. See the timeline below:*



You may apply between 02/03/2023 and 07/03/2023

Choose a Start Date (Between 05/05/2023 and 07/03/2023)*: _____

*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 will result in difficulties with your I-20 and OPT application. Notify the CGE as soon as possible if this is a concern
- ❖ If you do not hear from USCIS within 2 weeks of sending your OPT application, please contact CGE to help track your application
- ❖ 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. 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.

Email Tabitha (slater@rmu.edu) to make an appointment



OPT APPLICATION INSTRUCTIONS

You can apply Online or through the mail.

Either way you **must** talk to the CGE to get your OPT Request I20 **BEFORE** submitting your application.

Applying Online:

1. Gather the following Items and save them as PDFs or JPGs on your computer:
 - a. Photo of you that meet U.S. passport standards. You can get this at Walgreen's and we can scan it for you.
 - b. Copies of ALL current and previous immigration documents [All previous I-20's, Passport, Visa, I-94, EAD card, etc].
2. Inform Tabitha Slater@rmu.edu that you are applying for OPT and submit this completed file to her via email. You can meet with her to complete the following steps or complete them on your own **after** you have the OPT I20.
3. Go to USCIS and create an account: <https://myaccount.uscis.gov/>
4. After you create an account click on myUSCIS and then File a form Online
5. Select the I-765 Application for Employment form
6. Select (c)(3)(B) Post-completion OPT
7. Answer the questions, upload your documents, review your application, and finalize it by paying the \$410 fee.

Applying Via Mail:

1. Gather the following items:
 - a. Personal check or money order for **\$410**, made out to the "Department of Homeland Security". You can also use a credit card with form G-1450.
 - b. Two photos that meet U.S. passport standards with Name and SEVIS number written on the back. We recommend you get them at Walgreens.
 - c. Completed G-1145 Form (<http://www.uscis.gov/g-1145>)
 - d. Completed I-765 Form (<http://www.uscis.gov/i-765>)
 - i. **Tips for the I-765: Please type, or write using black ink. We highly recommend that you type it. CGE is not responsible for application errors resulting from poor handwriting. Make sure you print this form 1 sided (ie: each page is on its own piece of paper)**
 1. For question #5 You MUST use this as your address:
 - a. In care of: "Center for Global Engagement"
6001 University Blvd., Moon Township, PA, 15108
 2. For question #21a you should use your I-94 Number
 3. For question #27 use (c)(3)(B) for Post-completion OPT.
 - e. Copies of ALL current and previous immigration documents [All previous I-20's, Passport, Visa, I-94, EAD card, etc].

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



OPT Responsibilities

Reporting Requirements:

- Change of address
- Change of employer
- International Travel
- Period of unemployment
- Change of Immigration Status

This information must be reported within 1 week, to either your school official or the SEVIS Student Portal (more information on back)

Travel Requirements

- You may travel internationally while your application is pending, however please note the following factors as you consider the risk:
 - a. You are subject to the change in regulations that could cause you to lose your OPT and F-1 visa status while abroad
 - b. If your OPT is approved while you are abroad, you will need to have your EAD card and I-20 shipped to you, and find a job before you can re-enter
- It is not recommended you travel until your OPT has been approved AND you have found an employer
- Your travel signature on your I-20 is valid **for only 6 months**
- You must carry the following documents with you to re-enter the United States while on OPT:
 - a. Valid I-20 with OPT employer listed
 - b. EAD card
 - c. Official letter from employer verifying employment, knowledge of travel, and anticipated return to work

Additional Information

1. Your job must be related to your degree
2. You must work at least 20 hours per week
3. You have **90 days of total unemployment** during OPT before your OPT eligibility is gone
4. You have **60 days after your OPT** has ended to leave the country or begin a new course of study
5. You may not start work until the application is approved, which can take up to 120 days. If your start date is before your application is approved, you will lose those work days. Please consider this when choosing a start date.

RMU Student ID Number: _____ **Student Name:** _____

I have read and understand all my responsibilities to maintain my F1 status during OPT. I am aware that failure to meet these responsibilities could result in the early termination of my OPT and cancellation of my immigration status.

Student Signature: _____

STUDENT PORTAL FOR SEVIS

OPT students are now able to update their employer information themselves. The portal allows these students to play an active role in ensuring SEVIS data integrity and their good standing with SEVP while also lessening the burden for school officials.

Through the portal, students can now:

- Add or edit their phone number.
- Add or edit their mailing and physical address.
- Add or edit their employer information.*

* Current regulations, however, dictate that science, technology, engineering and mathematics (STEM) OPT student trainees must still have their designated school officials add or change their own employer information via the Form I-983, "Training Plan for STEM OPT Students."

Students should complete the following steps to create an SEVP Portal account:

1. Students receive an account creation email from the SEVP Portal and click the link included in the email to open the registration page.
2. Students enter their SEVIS identification (ID) number, found in the upper left-hand corner of their Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status," on the initial registration page.
3. Students create and submit a password for their SEVP Portal account. Students can only use the link from their account creation email one time. If they are unable to start the registration process using the link provided, they should ask their DSO to have the account creation email sent again.

Any questions, or need to refresh your account, email your school official