

F-1 OPT Request Procedure

OPT Check List

- Make an appointment to speak with an OPT advisor
- Determine if you are doing pre-completion OPT, post-completion OPT, STEM OPT, or CPT
- Provide advisor with attached form page 2
- Advisor will provide you with an I-20 with OPT request
- Submit OPT I-20 with all required documents to USCIS per page 3
- You cannot start work until you receive your EAD

Important notes:

- To submit paperwork to CGE do one of the following:
 - E-mail all completed forms to iss@tcnj.edu or directly to an OPT Advisor
 - Drop off paper forms to:
202 Roscoe West
2000 Pennington Rd.
Ewing, NJ 08628
 - Timeline:
 - You can request post-completion OPT starting 90 days before your graduation date.
 - USCIS takes 60-90 days to process OPT requests.
 - Your OPT advisor will provide you with the last day you should submit your paperwork to USCIS
 - All 12 month OPT must be completed within 14 months of graduation.
 - Unemployment:
 - You are allowed 90 days of unemployment TOTAL while you are on any form of OPT.
 - Regular Communication:
 - You must report change of addresses to your OPT advisor within 10 days of moving.
 - You must report any change of employment within 10 days to your OPT advisor.
 - You must check-in with your OPT advisor every six months to confirm you are still in the U.S. and with the same employer
 - Travel:
 - Discuss travel plans with your OPT advisor if you plan to travel before receiving the EAD. We do not recommend traveling during this period if possible.
 - Pre-Completion OPT is limited to 20 hours per week during the school year. You are allowed to work full time during winter and summer break.
 - Post-Completion OPT must be 20 hours or more per week. You are able to work part time at multiple employers to reach 20 hours per week.
 - STEM OPT requires that you work for an employer enrolled in e-verify and complete a form [I-983](#) along with this form.
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OPT Request Form

1. Your Information

Last Name (Family Name, Primary name)	First Name (given name)	Middle name
Phone Number	e-mail address	
TCNJ PAWS ID	SEVIS ID	
Expected Date of Graduation	Have you ever used OPT/CPT before?	

2. Employment Information

Full Time/Part Time	Proposed Start Date	Pre/Post/Stem Extension/ Cap-Gap Extension

3. Optional Employer Information

Employer Name	Employer EIN #
Address: Number and Street	
City	State
	Zip Code
Supervisors Name	Supervisors Email
	Supervisors Phone #
Job Title	

4. Previous CPT/OPT dates, institution, and degree level

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Signature of Student

Date

International Student Services
Center For Global Engagement
iss@tcnj.edu
609-771-2596
202 Roscoe West
2000 Pennington Rd.
Ewing, NJ 08628

USCIS OPT Checklist:

- Cover letter explaining what is enclosed in your packet and intent to return home upon completion of OPT
- Form I-765 <https://www.uscis.gov/i-765>
- Filing Fee Check or Money Order: \$410
- Valid I-94 (expiration in upper right corner of print out) <https://i94.cbp.dhs.gov/i94/#/home>
- New I-20 with OPT approved by CGE Advisor- our office will need the following if available
 - a. OPT Request Type: Pre (c)(3)(A), Post Completion (c)(3)(B), or STEM (c)(3)(C)
 - b. Employer Name
 - c. Employer Address
 - d. Employer EIN (E-Verify Number)
 - e. Full time/Part time employment
 - f. Requested start date
- Photocopy of the bio page of your passport
- Photocopy of the visa page of passport
- Photocopies of any previous EAD cards
- Two passport style photographs 2" X 2"

Optional:

- Offer Letter from employer

Mail to:

USCIS Dallas Lockbox

For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries:

USCIS
P.O. Box 660867
Dallas, TX 75266

For overnight/courier deliveries (non-USPS):

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

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