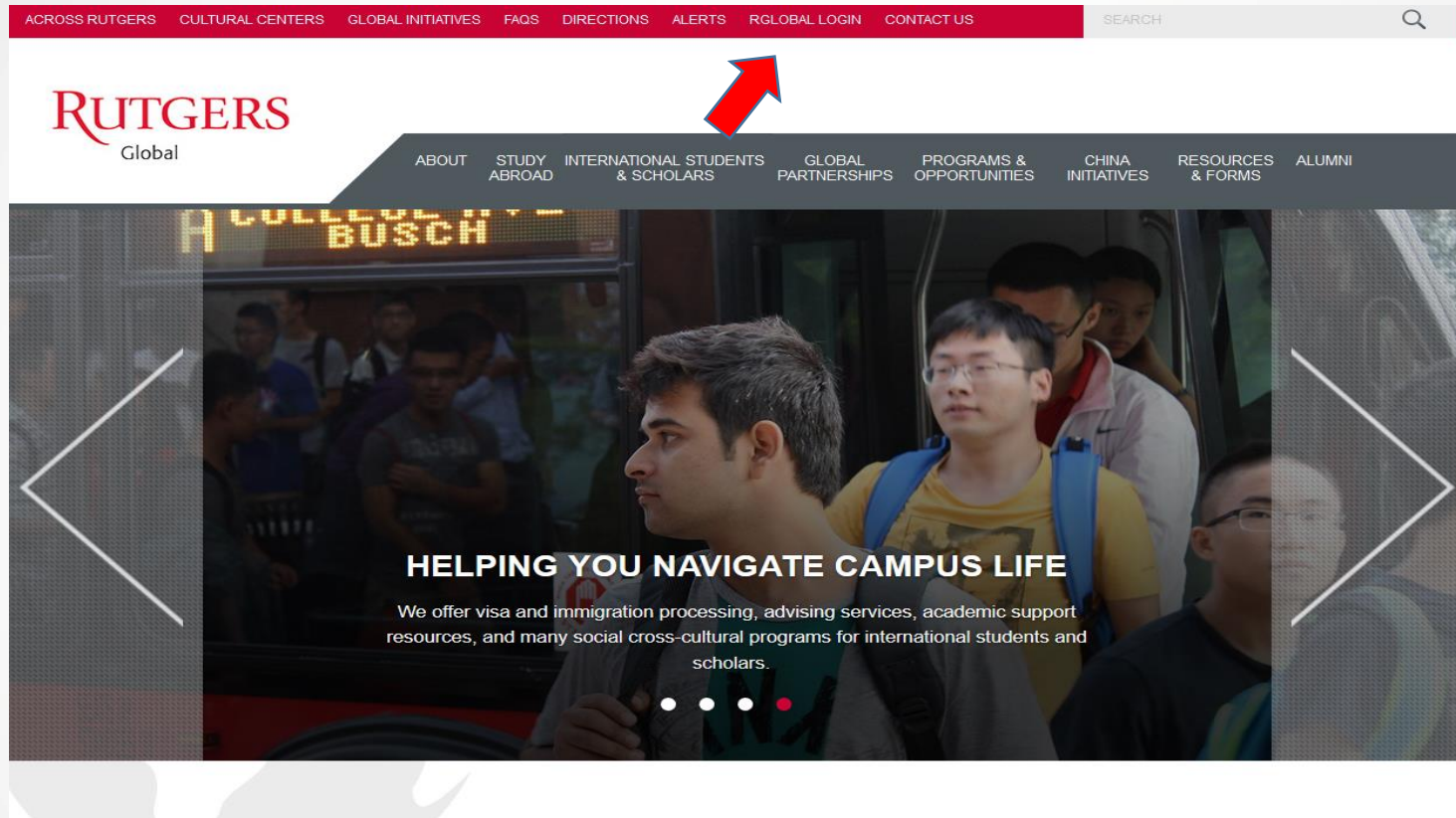




Completing Your OPT Update Form

Instructions on how to login to RGlobal and report OPT
employment and address updates

Login to RGlobal



- Start by visiting our website at <https://global.rutgers.edu/>
- There is a link to “RGLOBAL LOGIN” at the top of the webpage
- Click the link to the RGlobal portal
- Use your NetID and password to login

Open the OPT Update Form

The OPT Data Update Form can be found under the “F-1 Practical Training” tab on the left hand side of the portal

RGlobal online services for international students, scholars & staff

Secure Online Session

 Campus: Rutgers New Brunswick Students
 Network ID:

RGlobal Services Home Page
 Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more.

Navigation Menu:

- RGlobal Home Page
- Biographical Information
- F-1 Practical Training**
 - OPT Data Update Form** (indicated by a red arrow)
- Orientation
- Logout of RGlobal

SEVIS Status Information

SEVIS ID:
 Status:
 Level:
 Program Start:
 Program End:

Options

- View cases closed before today
- View correspondence and notes older than 60 days

The Center for Global Services at the GAIA Centers provides immigration related advising and processing; and cross-cultural programs for international students and scholars, as well as their spouses and dependents. The center also serves to demystify federal regulations and assist members of the campus community in the cultural adjustment process.

Completing the OPT Update Form

Follow the instructions on the form in order to complete and submit the form

OPT Data Update Form

While on OPT, you are required to report certain information to Rutgers. Please use this form to submit a copy of your EAD card, share employment information or update your contact information. There is a 10-day regulatory deadline for reporting each item. We will then report any updated information you provide to the Department of Homeland Security (DHS) via the SEVIS database.

YOUR INFORMATION

Department or school *	<input type="text"/>
Major *	<input type="text"/>
Preferred email *	<input type="text"/>
Personal U.S. Phone Number *	<input type="text"/>
Degree level *	<input type="text" value="▼"/>
Current period of OPT *	<input type="text" value="▼"/>

Enter phone number in a 9-digit format. Do not use parentheses



EAD CARD ISSUED

Have you received an EAD that you need to upload? * YES NO

Only upload EAD if you have not previously reported it



Reporting Address Change: Examples of How to Format a U.S. Address

ADDRESS CHANGE

You must notify CGS within 10 days of an address change.

Do you have an address update to report? * YES NO

Street 1 *

Street 2

City *

State * ▼

Zip Code *

Street number is different than apartment number and should come before the street name

Apartment number should be listed on the second line (Street 2)

Starting or Updating OPT Employment: Adding an Employer

STARTING OR UPDATING OPT EMPLOYMENT

You must notify CGS within 10 days of beginning every new OPT job.

Do you have an employer to report? * YES NO

Add Employer *

Employer's Name *

Employer Identification Number (EIN)

Providing the EIN number is highly recommended.

Job title *

Employment start date *

Full-time or part-time *

Full-time employment is considered 20 hours per week or more. Please note that working less than 20 hours/week is considered unemployment while on OPT.

Supervisor/Official's Last Name *

Supervisor/Official's First Name *

Supervisor/Official's Phone Number *

Supervisor/Official's Email Address *

Relevance to course studies (1,000 character limit) *



Be sure to request the EIN from your employer before submitting this form



You should be working more than 20 hours per week (full time) in order to meet the OPT employment requirement



Do not simply list classes you have taken. Describe in 2-3 sentences about how the position relates to your major/field of study

Starting or Updating OPT Employment: Adding an Employer (continued) & Ending Employment

Full-time employment is considered 20 hours per week or more. Please note that working less than 20 hours/week is considered unemployment while on OPT.

Supervisor/Official's Last Name *

Supervisor/Official's First Name *

Supervisor/Official's Phone Number *

Supervisor/Official's Email Address *

Relevance to course studies (1,000 character limit) *

Employer Address Street 1 *

Employer Address Street 2

City *

State *

Zip Code *

ENDING AN OPT JOB

Are you ending work with an employer? * YES NO

* required fields

Be sure to use the address where you will be physically working

Be clear about which employer you are ending with. Please do not use acronyms

If you have worked for the company before, include the title of the position you are ending in this field

Submit the Form

Employer Address Street 1 *

Employer Address Street 2

City *

Zip Code *


ENDING AN OPT JOB

Are you ending work with an employer? * YES NO

Employer's Name

End date of employment *

* required fields



- Don't forget to hit "submit" once you have completed all relevant fields
- If you receive an email requesting follow up, please correct the mistakes in a timely manner
- If you have any questions while completing the form, please email rglobalforms@global.Rutgers.edu
- You will receive a confirmation email once the form has been approved and updated