Completing Your OPT Update Form

Instructions on how to login to RGlobal and report OPT employment and address updates
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.
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 *
- Major *
- Preferred email *
- Personal U.S. Phone Number *
- Degree level *
- Current period of OPT *

**EAD CARD ISSUED**

Have you received an EAD that you need to upload? *

- YES
- NO

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

Only upload EAD if you have not previously reported it.
Reporting Address Change:
Examples of How to Format a U.S. Address

<table>
<thead>
<tr>
<th>ADDRESS CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must notify CGS within 10 days of an address change.</td>
</tr>
</tbody>
</table>

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

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<table>
<thead>
<tr>
<th>Street 1 *</th>
<th>96 Daisy Avenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street 2</td>
<td>Apt. 23</td>
</tr>
<tr>
<td>City</td>
<td>New Brunswick</td>
</tr>
<tr>
<td>State</td>
<td>New Jersey</td>
</tr>
<tr>
<td>Zip Code</td>
<td>08901</td>
</tr>
</tbody>
</table>

- 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

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)** *

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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? *

* required fields

Submit

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

- 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.