**TIMELINE FOR APPLICATION PROCESS FOR POST-COMPLETION OPTIONAL PRACTICAL TRAINING**

1. **Complete ISSS employment session**
   - www.miami.edu/employmentsession

2. **Submit documents to ISSS**
   - **Earliest Submission:** 90 days before program end date, and no earlier than 120 days before the requested OPT start date (RECOMMENDED). Latest requested start date can be 60 days after program end date.
   - **Latest Submission:** 40 days after program end date

3. **New I-20 issued**
   - ISSS will notify student via e-mail to sign new Form I-20 indicating OPT has been recommended. The student will mail documents to USCIS for processing.

4. **Form I-797C Notice of Action (Receipt Notice)**
   - The student will receive the Receipt Notice from USCIS at the address indicated on Form I-765, check for correctness, and e-mail a copy to isss@miami.edu.

5. **Employment Authorization Document (EAD) received from USCIS**
   - If OPT is approved, the student will receive the EAD, and must e-mail a copy (front and back) along with their mailing address to isss@miami.edu. ISSS will issue updated Form I-20 indicating OPT has been approved and mail I-20 to the student.

6. **Begin and report employment to ISSS**
   - Follow instructions to report employment and any change in local address or telephone number to ISSS. May not accrue an aggregate of 90 days of unemployment.