UNIVERSITY
OF MIAMI

International Student and Scholar Services
1306 Stanford Drive, UC 2275
Coral Gables, Florida 33146-6929

Phone: 305-284-2928
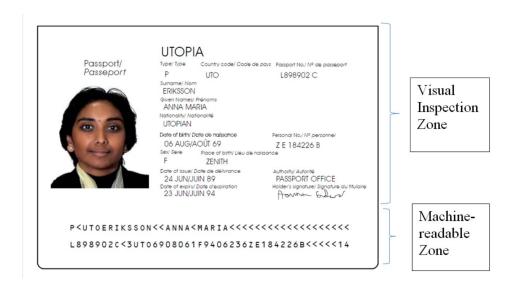www.isss.miami.edu

OPTIONAL PRACTICAL TRAINING (OPT) APPLICATION INSTRUCTIONS

The earliest you can submit your OPT Request for Students in F-1 Status is 90 days before your program completion.

You must e-file your *Form I-765 | Application for Employment Authorization* with USCIS before the end of your 60 days grace period after your program completion, and you must be in the U.S. at the time of filing. An updated Form I-20 issued by a University of Miami Designated School Official (ISSS Advisor) is one of the required documents to e-file your *Form I-765 | Application for Employment Authorization*. Please ensure you have obtained and signed your new I-20 before you submit your application with USCIS. Click here for a comprehensive timeline of the Post-completion OPT Application and Approval Process.

1. Go to www.miami.edu/opt to complete the online OPT session. If you still have questions after completing the employment session, contact your ISSS Advisor at isss@miami.edu.

2. Prepare the following documents for digital upload of your electronically filed *Form I-765, Application for Employment Authorization*:

    a) **Most recent Form I-94.** *Go to Get Most Recent I-94*
    b) **Copy of passport biographical page**
    c) **Copy of passport page with F-1 visa**
    d) **Copy of passport page with last entry stamp** *(if one was given)*
    e) **Copy of Previously Issued EAD(s)** *(if applicable) Do not submit these copies to ISSS. You will need to include them in your application to USCIS.*
    f) **Copies of all previously issued SEVIS Forms I-20** *Do not submit these copies to ISSS. You will need to include them in your application to USCIS.*

3. Submit your OPT application to ISSS by clicking on www.miami.edu/optrequest.

4. Upon receipt of a completed request form, an ISSS advisor will review your application and, if eligible, issue and email you a new Form I-20, indicating on page 2 that OPT was requested.

5. Once you have received your new Form I-20, refer to How to File a Form Online for tips for filing forms online, including acceptable upload formats, how to upload passport-size photos, and how to pay the filing fee.

6. Go to uscis.gov and follow the instructions under "File Online". The first step is to create your USCIS account.

7. Search for *Form I-765 | Application for Employment Authorization*, click "File Online" and complete the online form, including the upload of the photo.

    • *Enter eligibility code (c)(3)(B) for post-completion OPT.*

- *Include your complete last and first name as it appears in the Machine Readable Zone (MRZ) on your passport biographical page. You can find the MRZ on the bottom of your passport biographical page. It usually starts with a country code followed by your last name and then first name. See sample below:*

- *Ensure your mailing address is complete and correct. This is where your USCIS Receipt Notice and Employment Authorization Document (EAD) will be mailed. If you change your address before you have received your EAD, report the updated address at https://www.uscis.gov/addresschange.*

8. Review, sign and submit filing fee payment for Form *I-765 | Application for Employment Authorization.*