OPTIONAL PRACTICAL TRAINING (OPT) APPLICATION INSTRUCTIONS

1. International students in F-1 status are required to complete the online ISSS F-1 OPT Session prior to applying for OPT. The comprehensive and brief session will provide you with condensed information on OPT and other types of F-1 employment authorizations, including eligibility criteria and application procedures. Go to www.miami.edu/opt to complete the OPT session.

If you still have questions after completing the employment session, contact your ISSS Advisor at isss@miami.edu.

For the duration of the suspension of ISSS in-person services due to the COVID-19 outbreak, e-mail a copy of your OPT application to ISSS. Once reviewed and processed, your Form I-20 will be mailed to you with further instructions.

2. E-mail the following documents to ISSS at isss@miami.edu:
   a) Notification to Mail Documents Form
   b) Post Completion Optional Practical Training (OPT) Request
   c) Form G-1145
   d) Form I-765 Follow link to USCIS and click on “Form I-765”.
      ISSS recommends that you complete these forms in typing and print single-sided.
      • SSN: You will need a Social Security Number (SSN) to start employment. If you have never been issued an SSN, it is recommended you indicate “No” in item 13.a. and complete items 14 – 17.b. You will receive your SSN at the address indicated on this form within two weeks of OPT approval.
      • Enter eligibility code (c)(3)(B) for post-completion OPT.
      • Enter information about previously approved OPT(s) on page 7, items 1.a. through 3.d. Reference page 2, part 2, item 12.
      • You must sign your form with a black pen. USCIS will not accept typed electronic signatures.
   e) Two U.S. passport-style photos. Photos must be taken within the last 30 days and not previously used. Follow specifications on USCIS Is Making Photos Simpler. Write your name and I-94 number on back of both photos.
   f) Most recent Form I-94 Go to GET MOST RECENT I-94.
   g) Copy of passport biographical page
   h) Copy of passport page with F-1 visa
   i) Copy of passport page with last entry stamp (if one was given)
   j) Copy of Previously Issued EAD(s). Only if applicable.
   k) Money order or cashier’s check for $410.00. Must be made payable to “U.S. Department of Homeland Security”. You can obtain one from your bank, any US Post Office, CVS, or Western Union.

3. An ISSS advisor will process your application and issue a new Form I-20 indicating that OPT was requested on page 2. You will be notified via e-mail when the Form I-20 will be mailed to you. You will also receive instructions on how to prepare and mail your OPT application to USCIS for processing. At that time, copies of all previously issued SEVIS Forms I-20 must be included in your package to USCIS. Do NOT e-mail copies of your Forms I-20s to ISSS.