



### OPTIONAL PRACTICAL TRAINING (OPT) APPLICATION INSTRUCTIONS

1. International students in F-1 status are required to complete the online ISSS F-1 Employment Session prior to applying for OPT or any type of F-1 off campus employment authorization. The comprehensive and brief employment 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](http://www.miami.edu/opt) to complete the employment session.

2. If you still have questions after completing the employment session, contact your ISSS Advisor at [issm@miami.edu](mailto:issm@miami.edu).

3. Submit the following documents to ISSS:

- a) [Post Completion Optional Practical Training \(OPT\) Request](#)

- b) [Form G-1145](#)

- c) [Form I-765](#). Follow link to USCIS and click on "Form I-765".

*ISSS recommends that you type your forms 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)(A) in item #27 for pre-completion OPT, and (c)(3)(B) for post-completion OPT.*

- d) **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.

- e) **Original SEVIS Form I-20.** Signed by student on page 1.

- f) **Copy of all previous Form I-20s.** Signed by student on page 1.

- g) **Form I-94.** Go to [GET MOST RECENT I-94](#).

- h) **Copy of Passport Pages.** Need biographic data, photo, F-1 visa, and passport page with last entry stamp.

- i) **Copy of Previously Issued EAD(s).** Only if applicable.

- j) **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.

4. ISSS will notify student via e-mail to sign new Form I-20 indicating OPT has been recommended. Mail OPT application to [USCIS](#) for processing.