



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 issm@miami.edu.

2. Prepare the following documents:

a) **Form G-1145**

b) **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.*

c) **Two U.S. passport-style photos.** *Submit two identical color passport-style photographs of yourself taken recently. The photos must be 2 inches by 2 inches, have a white background, be printed on thin paper with a glossy finish, and be unretouched. Write your name and I-94 number on back of both photos.*

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

e) **Copy of passport biographical page**

f) **Copy of passport page with F-1 visa**

g) **Copy of passport page with last entry stamp** *(if one was given)*

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

i) **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. Submit your OPT application to ISSS by clicking on www.miami.edu/optapplication.
4. Upon receipt of a completed form, filled out by you and your academic advisor, an ISSS advisor will review your application and if eligible, 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 e-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.