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/employmentsession to complete the employment session.

2. If you still have questions after completing the employment session, contact your ISSS Advisor at isss@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”.
      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 the Department of Homeland Security. You can obtain 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.