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](http://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.

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](https://www.miami.edu/optapplication).
   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.
      The filing fee for OPT (Form I-765) will increase from $410 to $550, effective October 2, 2020. Any application postmarked on or after this date must include payment of the new, correct fee. ISSS encourages you to apply for OPT prior to that date.

3. Submit your OPT application to ISSS by clicking on [www.miami.edu/optapplication](http://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.