

Optional Practical Training (OPT) Application Checklist

If applying for post-completion OPT, you must have applied for graduation before your appointment at ISSS. Application for graduation will be verified in your Panthersoft record by an ISSS advisor. If this requirement has not been met, your new OPT I-20 will not be processed.

Make sure you have the complete application packet with you at the time of your appointment at ISSS:

OPT Recommendation Request Form

Forms are available on the ISSS website at <https://globalaffairs.fiu.edu/iss/forms/>. This form must be completed and signed by an appropriate representative in your **academic department** (undergraduate major or graduate program) such as your Academic Advisor, Program Coordinator, Department Chair or Major Professor.

Completed Immigration Form I-765

Download the form by visiting the USCIS website at <https://www.uscis.gov/i-765>. Click on "Immigration Forms" and find Form I-765 by scrolling down the page. You should type all information into the form and then print it out. Whenever you are unsure of an item/answer, please leave it blank. Specify the appropriate code for Item #16:

- OPT Pre-Completion – (c)(3)(A)
- OPT Post-Completion – (c)(3)(B)
- OPT STEM Extension – (c)(3)(C)

NOTE: DO NOT SUBMIT FORM I-765 ELECTRONICALLY. DOWNLOAD, COMPLETE AND PRINT THE FORM, AND THEN BRING IT TO YOUR APPOINTMENT WITH AN ISSS ADVISOR.

Two immigration photos taken within 30 days of application

The passport-style photos must be 2” by 2”. The photos must be in color with full face, frontal view on a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. Using pencil or felt pen, lightly print your name and I-94 number on the back of each photo. If you no longer have a paper Form I-94 (an I-94 “card”) and you have not yet retrieved and printed a copy of your electronic I-94 admission record since your last travel out of the U.S. you will need to do so at this time; visit www.cbp.gov/i94 to locate your I-94 number.

Money order or personal check in the amount of \$632.00

Make check payable to “U.S. Department of Homeland Security”. If you are unsure of how to properly prepare the check or money order, you may leave it blank and fill it out at your ISSS appointment.

Two sets of photocopies of the following immigration documents:

1. passport identification page
2. passport page showing expiration date (if not included on identification page)
3. F-1 visa stamp OR Approval Notice of Change of Status to F-1
4. Form I-94: original I-94 card if you still have one OR a printout of your I-94 record at www.cbp.gov/i94
(NOTE: If you still have a paper Form I-94, you must copy both the front and back sides of the card.)
5. previous EAD card (only applies to students who were previously approved for OPT)
6. previous I-20s showing prior CPT authorizations (if any)

Completed “Optional Practical Training Workshop Acknowledgement”

Print and sign after viewing the ISSS F-1 Employment Online Workshop at <https://globalaffairs.fiu.edu/workshops/>.

Completed Immigration Form G-1145

If you complete this form and include it with the application you send to USCIS, you will receive an email confirmation that USCIS has received your documents and has begun processing the application. Download the form at <http://www.uscis.gov>.