Pre & Post Completion (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 to submit for your appointment with ISSS

☐ Apply for Graduation
Please visit your MyFIU portal and apply for graduation before your appointment with ISSS. It is your responsibility to monitor your progress toward graduation and ensure you will graduate this semester. If you suspect that you may not graduate, you MUST contact ISSS immediately and take action to request an extension of stay before program end date.

☐ Completed “Optional Practical Training Workshop Acknowledgement”
Print and sign after viewing the ISSS OPT Workshop. Make sure that you use your FIU email account to receive an email confirmation.

☐ OPT Recommendation Form (Pre-Completion OPT or Post-Completion OPT)
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 (For instructions on how to complete the form, please click here):
Download the form directly from 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 must use the correct version of your I-765 in the drop down menu:
• You should TYPE all information into the form I-765 and then print it out to sign. Please use Black Ink to sign your application. Specify the appropriate code for Item #27:
  o OPT Pre-Completion – (c)(3)(A)
  o OPT Post-Completion – (c)(3)(B)

☐ 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: https://www.uscis.gov/g-1145

☐ 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
Make it payable to “U.S. Department of Homeland Security”. Students must read all the I-765 instructions and confirm the current fee and version of the I-765 to submit (currently $410.00). Begin by visiting the USCIS website at: https://www.uscis.gov/forms. You may submit a search for the form I-765 or use: https://www.uscis.gov/i-765 Scroll to the “Form Details” to confirm “edition,” “where to file,” and “filing fee.” Please note: OPT category C-3-B does not require submitting additional biometric fees.
☐ One set of photocopies of the following immigration documents:
   1. Passport identification page. Passport page showing expiration date (if not included on identification page)
   2. F-1 visa stamp OR Approval Notice of Change of Status to F-1
   3. 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.)
   4. Previous EAD card (only applies to students who were previously approved for OPT)
   5. Previous I-20s showing prior CPT authorizations (if any)

☐ Submitting your Request for an Appointment with ISSS
   • Upload all the documents on the checklist to the FIU ISSS PORTAL (Under F-1 Practical Training Applications/Post-Completion OPT) Please note that incomplete requests cannot be processed and will delay your application
   • Once you upload all your documents, the ISSS Portal will allow you to schedule an appointment with an advisor to review your application.
   • You will receive an invite with the advisor assigned to your case and her/his contact information. (Please allow 24-48 hours for a response)
   • Meet with ISSS advisor to prepare OPT submission (Advisor will not meet with you if submission is incomplete)
   • After being recommended by ISSS Advisor for Post OPT, you will Mail application to USCIS (Your OPT status in SEVIS will show as “pending”). For Waiting period- visit https://egov.uscis.gov/processing-times/ Select I-765 and processing center
   • When you get the Notice of Receipt (I-797 Form) please notify ISSS by emailing a copy of from I-797.