

International Student and Scholar Services (ISSS)  
 Building 21-F  
 UNIVERSITY OF MIAMI  
 (305) 284-2928

Type of Employment	On-campus	Off-campus Employment		
		Internship with an International Organization (IO)	Severe Economic Hardship	Curricular Practical Training (CPT)
<b>Basic requirement</b>	Valid F-1 status	Valid F-1 status.	One full academic year in valid F-1 status. <sup>1</sup>	One full academic year of full-time enrollment in valid, lawful status and in valid F-1 status at time of application. <sup>1</sup>
<b>Other requirements</b>	Cannot be college work-study job and must qualify as on-campus employment. <sup>2</sup>  Assistantships qualify as on-campus employment.	Specific job offer needed at time of application.  Job offer must be for employment by a recognized international organization such as the United Nations, the World Bank, International Monetary Fund, etc.	Student must first seek on-campus employment; if not available must convince U.S. Citizenship and Immigration Services (USCIS) of severe economic hardship due to unforeseen circumstances beyond the student's control.  No job needed in order to apply.	Must be either required for degree or a for-credit option of the degree as stated in the University of Miami Bulletin.  Must be related to student's major field of study.  Specific job offer needed at time of application.
<b>Documents for application</b>	None	IO Request Form Form G-1145 Form I-765 (enter eligibility code (c)(3)(ii) in item #16) 2 photos (compliant with I-765 specifications) SEVIS Form I-20 (signed by student on page1) Form I-94 Money Order for \$380.00 made payable to the Department of Homeland Security Letter from International Organization (on letterhead) with specifics of employment Certificate of Completion of ISSS' online employment session (www.miami.edu/employmentsession)	Severe Economic Hardship Request Form Form G-1145 Form I-765 (enter eligibility code (c)(3)(iii) in item #16) 2 photos (compliant with I-765 specifications) Copy of any previously issued EAD, if applicable SEVIS Form I-20 (signed by student on page1) Form I-94 Money Order for \$380.00 made payable to the Department of Homeland Security Supporting documents Certificate of Completion of ISSS' online employment session (www.miami.edu/employmentsession)	CPT Request Form Letter from Academic Advisor (on letterhead) with specifics of employment and stating that employment is part-time or full-time and a degree requirement or a for-credit option of the degree program. Proof of enrollment for internship credit(s) SEVIS Form I-20 (signed by student on page 1) Form I-94 Certificate of Completion of ISSS' online employment session (www.miami.edu/employmentsession)
<b>Authorization</b>	No authorization required.	Authorization from USCIS. <sup>3</sup>	Authorization from USCIS (EAD) <sup>3</sup>	Authorization from ISSS
<b>When available</b>	Before completion of studies.	Before completion of studies.	Before completion of studies.	Before completion of studies.
<b>Time limitations (hours per week allowed)</b>	20 hours or less per week while school is in session; full-time during vacation and breaks.	20 hours or less per week while school is in session; full time during vacation and breaks.	20 hours or less per week while school is in session; full-time during vacation and breaks.	20 hours or less per week while school is in session; full-time during vacation and breaks. Also, full-time while school is in session if the student's degree curriculum requires it.
<b>Time limitations (length of time allowed)</b>	No limitation on amount.	No limitation on amount.	No limitation on amount.	No limitation on amount; however, 12 months or more of full-time CPT cancels eligibility for OPT.

<sup>1</sup> One full academic year (excluding time spent in F-1 status in Intensive English Programs), plus student must be returning to study in the U.S. after employment, or in the case of post-completion optional practical training, must complete studies in the U.S. An eligible student in F-1 status may submit an application for optional practical training up to 90 days prior to being enrolled for one full academic year, provided that period of employment will not begin until completion of the full academic year as indicated by the Designated School Official (DSO). Exchange Students are not eligible for employment at the end of their exchange year, because they are neither completing a degree in the United States, nor returning to study in the U.S. after employment. Special/Executive program students are not eligible for employment upon completion of their degree because they will not have completed one full academic year in F-1 status.

<sup>2</sup> Not all jobs located on campus are "on-campus" employment, e.g., a contractor erecting a building.

<sup>3</sup> Employment Authorization Document (I-765): a laminated picture I.D. card. Applications are mailed to USCIS Dallas Lockbox, and estimated time for processing is 120-150 days. You may not begin employment before receiving the EAD.

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Type of Employment	Off-Campus Employment	
	Optional Practical Training (OPT)	OPT Extension for STEM Degree Holders
<b>Basic requirement</b>	One full academic year of full-time enrollment in valid, lawful status and in valid F-1 status at time of application. <sup>1</sup>	Successful completion of a Bachelor's, Master's, or Doctoral degree in field on DHS STEM Designated Program List.  Current participation in 12-month period of OPT, working for U.S. employer in job directly related to STEM major field of study.
<b>Other requirements</b>	Must be related to student's major field of study and commensurate with student's level of study.  No job offer needed in order to apply.	Must have job offer from employer registered with E-Verify employment verification system at time of application for OPT extension.  No previous OPT extension after completion of a STEM degree.
<b>Documents for application</b>	OPT Request Form Letter from Academic Advisor (on letterhead - if after completion of studies) Form G-1145 Form I-765 (enter eligibility code (c)(3)(A) for pre-completion OPT and eligibility code (c)(3)(B) for postcompletion OPT in item #16) 2 photos (compliant with I-765 specifications) SEVIS Form I-20 (signed by student on page 1) Copy of all previous Form I-20s Copy of any previously issued EAD, if applicable Copy of passport pages (biographic data, photo, F-1 visa, and passport page with last entry stamp) Original Form I-94 Money Order for \$380.00 made payable to the Department of Homeland Security Certificate of Completion of ISSS' online employment session ( <a href="http://www.miami.edu/employmentsession">www.miami.edu/employmentsession</a> )	OPT Extension Request Form for STEM Degree Holders Form G-1145 Form I-765 (enter eligibility code (c)(3)(C) in item #16) 2 photos (compliant with I-765 specifications) Copy of University of Miami STEM degree or transcript SEVIS Form I-20 (signed by student on page 1) Copy of all previous Forms I-20 Copy of any previously issued EAD Copy of passport pages (biographic data, photo, F-1 visa, and passport page with last entry stamp) Original Form I-94 Money order for \$380.00 made payable to the Department of Homeland Security.
<b>Authorization</b>	Authorization from USCIS (EAD). <sup>3</sup>	Authorization from USCIS (EAD). <sup>5</sup>
<b>When available</b>	Before and after completion of studies.	After completion of studies and immediately following the end of the authorized post-completion OPT for STEM degree.
<b>Time limitations (hours per week allowed)</b>	20 hours or less per week while school is in session; full-time during vacation and school breaks; full-time after completion of degree requirements or studies.	Full-time.
<b>Time limitations (length of time allowed)</b>	Only 12 months total allowed, including before and after completion of studies. <sup>4</sup>	Only 17 months allowed for a maximum of 29 months of OPT for STEM degree holders.

<sup>1</sup> One full academic year (excluding time spent in F-1 status in Intensive English Programs), plus student must be returning to study in the U.S. after employment, or in case of post-completion optional practical training, must complete studies in the U.S. An eligible student in F-1 status may submit an application for optional practical training up to 90 days prior to being enrolled for one full academic year, provided that period of employment will not begin until completion of the full academic year as indicated by the Designated School Official (DSO). Exchange Students are not eligible for employment at the end of their exchange year, because they are neither completing a degree in the United States, nor returning to study in the U.S. after employment. Special/Executive program students are not eligible for employment upon completion of their degree because they will not have completed one full academic year in F-1 status.

<sup>3</sup> Employment Authorization Document (I-765): a laminated picture I.D. card. Applications are mailed to USCIS Dallas Lockbox, and estimated time for processing is 120-150 days. You may not begin employment before receiving the EAD.

<sup>4</sup> Application for optional practical training may be filed up to 90 days prior to a student being enrolled for one full academic year, provided that period of employment will not begin until completion of full academic year. For pre-completion OPT, the application cannot be filed with Immigration more than 120 days before requested OPT start date. For post-completion OPT, the application cannot be filed with Immigration more than 90 days before and more 60 days after program completion date. Student in F-1 status who has completed 12 months of optional practical training may apply for another 12 months of optional practical training after changing to a higher educational level.

<sup>5</sup> Employment Authorization Document (I-765): a laminated picture I.D. card. Applications are mailed to the USCIS Service Center with jurisdiction over your place of residence in the U.S. Estimated time for processing is 120-150 days. Student allowed to continue employment while OPT extension application is pending until a final decision has been made by USCIS, or for 180 days, whichever comes first.

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Type of Employment	Special Student Relief	
	On-Campus Employment	Off-Campus Employment
<b>Basic requirement</b>	In valid F-1 status since June 10, 1998.  Financial support comes primarily from Indonesia, South Korea, Malaysia, Thailand, or the Philippines. Employment is necessary due to severe economic hardship due to the economic circumstances in that country.	
<b>Other requirements</b>	No job needed in order to apply. Employment can be in any job and does not have to be related to course of study. Students authorized for employment under this provision may be allowed to register for less than a full course of study during the period of employment. Undergraduate students must register for at least 6 credit hours per semester; graduate students must register for at least 3 credit hours per semester.	
<b>Documents for application</b>	SEVIS Form I-20 (signed by student on page 1) Original Form I-94 Proof (in the form of prior Forms I-20) that student has been in valid F-1 status since June 10, 1998, and that funding comes primarily from one of the designated countries. Written statement which includes a specific description how the personal financial situation has been adversely affected by the economic crisis in the country of financial support, and a certification that the student will register for the required minimum number of credit hours. Supporting documentation; for example, a letter from home telling of a parent's loss of employment or revenue because of the economic crisis, or an account statement demonstrating that funds intended for a student's education were reduced in value by a currency devaluation that occurred as a result of the economic crisis.	Form G-1145 Form I-765 (enter eligibility code (c)(3)(iii) in item #16. Next to that code, also write in the phrase "Special Student Relief") 2 photos (compliant with I-765 specifications) SEVIS Form I-20 (signed by student on page 1) Copy of all previous Forms I-20 Copy of any previously issued EAD, if applicable Copy of passport pages (biographic data, photo, F-1 visa, and passport page with last entry stamp) Original Form I-94 Money Order for \$380.00 made payable to the Department of Homeland Security Documents establishing the student has been in valid F-1 status since June 10, 1998, and that funding comes primarily from one of the designated countries. Written statement which includes a specific description how the personal financial situation has been adversely affected by the economic crisis in the country of financial support, and a certification that the student will register for the required minimum number of credit hours. Supporting documentation; for example, a letter from home telling of a parent's loss of employment or revenue because of the economic crisis, or an account statement demonstrating that funds intended for a student's education were reduced in value by a currency devaluation that occurred as a result of the economic crisis. Certificate of Completion of ISSS' online employment session ( <a href="http://www.miami.edu/employmentsession">www.miami.edu/employmentsession</a> )
<b>Authorization</b>	Authorization from ISSS	Authorization from USCIS (EAD) <sup>1</sup>
<b>When available</b>	Before completion of studies.	
<b>Time limitations (hours per week allowed)</b>	Can be approved for full-time employment both on-campus or off-campus.	
<b>Time limitations (length of time allowed)</b>	No limitation on amount. Granted in increments of one year, or until expected date of program completion. Authorization ends with transfer to another school.	

<sup>1</sup> Employment Authorization Document (I-765); a laminated picture I.D. card. Applications are mailed to USCIS Dallas Lockbox, and estimated time for processing is 120-150 days.

You may not begin employment before receiving the EAD.