**I [INSERT LOGO]**

**AGREEMENT**

**BETWEEN**

**[INSERT NAME OF UNIVERSITY]**

 **AND**

**THE COLLEGE OF ENGINEERING AND COMPUTING**

**AT**

**FLORIDA INTERNATIONAL UNIVERSITY,**

**MIAMI, FLORIDA, UNITED STATES OF AMERICA**

This Agreement (“**Agreement**” is entered into this \_\_\_\_\_(day) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month), \_\_\_\_\_\_ (year) (the “**Effective Date**,” which shall be the date this Agreement becomes fully executed), by and between the **[INSERT UNIVERSTY** **NAME**] **(“INSERT UNIVERSITY ACRONYM”)**, whose business address is [**INSERT UNIVERSITY ADDRESS**], and **The Florida International University Board of Trustees**, by and on behalf of the **College of Engineering and Computing** (“**CEC**”) at **Florida International University** (“**FIU**”), whose business address is Modesto A. Maidique Campus, 11200 S.W. 8th Street, Miami, Florida 33199, **United States of America** (“**USA**”).

***WHEREAS*** [**INSERT UNIVERSITY ACRONYM**] offers Bachelor’s degrees in various undergraduate **[INSERT ENGINEERING DISCIPLINE]-**related disciplines;

***WHEREAS*** FIU offers Master’s degrees in various graduate **[INSERT DISCIPLINE]-**related disciplines;

***WHEREAS*** FIU AND [**INSERT UNIVERSITY ACRONYM**] wish to collaborate to provide qualified [**INSERT UNIVERSITY ACRONYM**] students an opportunity to conduct their graduate studies at FIU;

***NOW THEREFORE,*** in consideration of the mutual covenants provided herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by FIU and [**INSERT UNIVERSITY ACRONYM**] (“**Parties**”), the Parties hereby agree as follows:

1. **RECITALS.** The above recitals are true and correct and incorporated herein.
2. **PURPOSE.** The basic purpose of this Agreement is to allow eligible students from [**INSERT UNIVERSITY ACRONYM**] to conduct their graduate studies at FIU.
3. **PROGRAM OVERVIEW**
4. This Program allows students with certain Bachelor degrees from [**INSERT UNIVERSITY ACRONYM**] to apply for admission to FIU in various Master of Science degree programs, as indicated in the table presented below. Upon meeting all FIU graduate admissions requirements, the qualified prospective students may be admitted into the appropriate Program at FIU. FIU will issue Master’s degrees to those students who have successfully completed the required **[INSERT NUMBER OF REQUIRED CREDITS]** and all academic requirements.
5. The following table delineates the Bachelor’s degrees students must obtain from [**INSERT UNIVERSITY ACRONYM**] and the corresponding FIU Master’s Programs available under this Agreement (the FIU programs described below will be referred to individually as “**Program**” and collectively as the “**Programs**”):

| **Bachelor Degree Required at [Insert University Name]** | **FIU Master’s Programs** |
| --- | --- |
| XXXXXXXXXXXXXXXXXXXX | XXXXXXXXXXXXXXXXXXXXXXXXX |

The current lists of courses of the Programs are listed on the CEC website, available at: https://cec.fiu.edu/.

1. Eligible students have the option to apply for a 12-month **Optional Practical Training** (“**OPT**”) with the **United States Citizenship and Immigration Services** (“**USCIS**”), as long as he/she has been enrolled full-time for a minimum of an academic year in F-1 status and meets the minimum eligibility requirements as described in **Appendix A**, attached hereto and incorporated herein by reference.
2. **PROGRAM DETAILS**
3. **General Description**

Each Program consists of **[INSERT NUMBER OF REQUIRED CREDITS]** graduate credits of coursework (\_\_\_\_\_\_ courses of \_\_\_\_ credit hours each). Additional information for each Program is available at https://cec.fiu.edu/.

1. **Cohort Size Per Year**
2. To qualify for the self-supporting tuition rate established through this Program for [**INSERT UNIVERSITY ACRONYM**] students, FIU requires a minimum cohort size of **[INSERT MINIMUM COHORT SIZE AS PER APPROVED BUDGET]** students from [**INSERT UNIVERSITY ACRONYM**] each year that must be enrolled in any of the FIU Programs listed Section III(B). If the minimum cohort size of students is not met per year, then FIU will charge [**INSERT UNIVERSITY ACRONYM**] students the regular non-resident, international student tuition (the details are further described in Section VII(A)).
3. **Admissions Requirements**
4. In accordance with the terms of this Agreement, recent graduates from [**INSERT UNIVERSITY ACRONYM**], including those who have graduated in the two (2) years preceding the Effective Date of this Agreement, are eligible to seek admissions to FIU for the Programs listed herein.
5. Eligible students to the Program must, at minimum, meet general FIU admission requirements for the FIU Master’s Program as detailed in the **FIU Graduate Catalog**, as it may be amended (available at http://catalog.fiu.edu/) (“**Graduate Catalog**”), including but not limited to:
	1. Hold a minimum of a Bachelor’s degree from [**INSERT UNIVERSITY ACRONYM**] in the respective disciplines listed in Section III(B);
	2. Have a minimum undergraduate major-specific **grade point average (“GPA”)** of 3.0 out of a 4.0 scale in upper-division courses;
	3. Complete an online Graduate Application for Admission, available at: gradschool.fiu.edu, and pay the application fee directly to FIU;
	4. Submit a personal statement on the applicant’s motivations to attend the program, including a description of personal and career goals;
	5. Submission of two (2) letters of recommendation from persons in a position to judge the applicant’s potential for success in graduate study;
	6. Submit official transcripts of all previously attended colleges and universities (undergraduate and graduate) in a sealed envelope from the respective college and/or university;
	7. Submit an official notarized version of original diploma(s) as proof of any degrees previously obtained;
	8. Submit a curriculum vitae that indicates any past professional experiences;
	9. Applicants whose native language is not English must demonstrate proficiency in the English language by presenting a minimum score of 80 on the **Internet Based Test** ("**iBT**") of the **Test of English as a Foreign Language** ("**TOEFL**") or the equivalent minimum score of five-hundred fifty (550) on the paper-based version of the TOEFL; or a minimum score of six and one half (6.5) on the **International English Language Testing System** ("**IELTS**");
	10. Be in good standing with all previously attended colleges and universities; and
	11. Satisfaction of any other standard requirement of FIU University Graduate School.

FIU reserves the right to change these minimum admissions requirements from time to time. In the event of any changes, FIU will provide written notice to [**INSERT UNIVERSITY ACRONYM**].

1. Admission to FIU via this Agreement is not guaranteed. Students must individually apply to FIU and meet all FIU requirements. If accepted, he/she will transfer to FIU where he/she must satisfactorily complete his/her remaining FIU degree requirements. FIU graduation requirements apply to all students equally, including those transferring from [**INSERT UNIVERSITY ACRONYM**] and are subject to revision as and when needed, in order to comply with curricular changes tied to specific degrees or FIU and to meet accreditation and State of Florida requirements.
2. Applicants must have all documents whose original language is not English translated into English by an official translation agency prior to submission of any foreign documents to FIU.
3. Entry into this Program at FIU can take place at the start of any one (1) of three (3) annual university terms (also known as “**semesters**”): the Fall term beginning late August, or the Spring term in early January, or the Summer term in early May.
4. **Other Program Requirements**
5. Unless otherwise stated in this Agreement, upon admissions, all students must comply with all academic rules and requirements stated in the FIU Graduate Catalog, as well as all FIU rules, policies, procedures and regulations.
6. Both Parties acknowledge and agree that FIU graduate requirements listed in this Agreement are subject to change, and students participating in this Program are required to follow the FIU Graduate Catalog requirements of the year of their admission. The most recent version of the FIU Graduate Catalog can be found at: <http://catalog.fiu.edu>.
7. In order for a student to maintain an active status at the FIU, he/she must be enrolled during two (2) consecutive terms. For purposes of illustration, if the student was admitted in the Fall term, he/she must therefore be enrolled in the Fall and Spring terms to avoid being discontinued from the Program. If a student is discontinued, he/she must reapply for readmission to the Program and follow all application and admission policies at the time.
8. To satisfy USCIS eligibility requirements for the granting of an F1 visa, students in this Program shall maintain a full-time international student status by registering for a minimum of nine (9) credits each semester. [**INSERT UNIVERSITY ACRONYM**] students enrolled at FIU under this Agreement must comply with strict restrictions regarding online courses.
9. All students in the Program will have access and full rights to the services provided by the FIU.
10. **Graduation Requirements**
11. All students must comply with FIU graduation requirements as specified in the FIU Graduate Catalog, including but not limited to the following:
	* + - 1. Completion of a minimum of **[INSERT NUMBER OF REQUIRED CREDITS]** graduate credits as required by the FIU degree; and
				2. Earned a GPA of at least 3.0 while at FIU. FIU does not accept a grade lower than a “C” in any graduate program. Only those courses the student takes at FIU will be used to calculate the FIU cumulative GPA.
12. **TERM AND TERMINATION**
13. **Term**. The term of this Agreement shall be 5 (five) years commencing on the Effective Date. The Parties shall review the Agreement in **[INSERT MIDPOINT OF TERM IN YEARS]** years after the Effective Date to assess results and enact improvements, as necessary. The Agreement may be renewed for additional periods of time upon the mutual written consent of the Parties subject to such terms and conditions as the Parties shall determine in writing.
14. **Termination**. This Agreement may be terminated without cause by either Party upon six (6) months’ advance written notice. Notwithstanding this provision, any students participating in existing Program(s) would be allowed to complete their degree Program.
15. **FEES AND OTHER EXPENSES**
16. FIU will charge students participating in any of the Programs pursuant to this Agreement a tuition rate of [**INSERT RATE AS PER APPROVED BUDGET]** per credit hour for the courses in the Program. In addition to the tuition, **[INSERT UNIVERSITY ACRONYM]** students shall be responsible for paying any and all applicable FIU fees. Changes in tuition and fees are approved at the annual summer meeting of The Florida International University Board of Trustees. FIU will communicate, in writing, any changes in tuition and fees on a yearly basis.
17. Students enrolling at FIU pursuant to this Agreement will be responsible for all expenses related to his/her course of study at FIU, including housing, transportation, health insurance and other similar personal expenses. Students are required to pay any and all applicable on-campus fees which may apply, including but not limited to, the annual photo identification fee, athletic fee (per term), health fee (per term), and the transportation fee (per term), as appropriate. Students must meet the financial criteria established for international students by the University, the Florida Board of Governors, and the US Department of Homeland Security. Students must also acquire by themselves the appropriate visas in order to be enrolled to study in the United States.
18. Notwithstanding the foregoing, **[INSERT UNIVERSITY ACRONYM]** students enrolled in an online course are required to pay the FIU international student tuition rate for that course which may be higher than the rate specified herein, as well as the additional online and other fees. Per University policy and the US Department of Homeland Security, international students may only take one graduate online course as part of their full-time enrollment per semester.
19. **GENERAL PROVISIONS**
20. **Performance**. FIU’s performance of this Agreement is subject to the Constitution and laws of the USA and the State of Florida and the regulations of the Florida Board of Governors and The FIU Board of Trustees. The Florida Public Records Law applies to all aspects of this Agreement.
21. **Breach; Time to Cure**. In the event of a breach of this Agreement, the non-breaching Party shall provide thirty (30) days' advance written notice of its intent to terminate this Agreement. The breaching Party shall be given the opportunity to cure the breach within that time. If the breach is not cured or reasonable assurance of the ability to cure is not given or is not accepted, then the termination shall be effective at the end of the thirty- (30) day period.
22. **Compliance with Laws**.
23. FIU and **[INSERT UNIVERSITY ACRONYM]** shall not discriminate against any person on the basis of race, sex, age, religion, national origin, color, disability/handicap, or marital status in the performance of this Agreement.
24. Subject to applicable laws, all documentation under this Agreement, including, but not limited to, test results, course credits, and any other student records maintained by each university will only be available to authorized personnel of each university and will be handled in accordance with US state and federal confidentiality and privacy laws. Both Parties agree to comply with the **US Family Educational Rights and Privacy Act (**“**FERPA**”**)** and other applicable laws, regulations and guidelines pertaining to personal data protection. Each Party shall treat all student information as confidential and will not disclose the student information to any third party, except as required or otherwise permitted by law.

**D. Non-Exclusivity.** The provisions of this Agreement are expressly limited to the relationship between **[INSERT UNIVERSITY ACRONYM]** and FIU with respect to the educational undertaking herein described. Nothing herein shall prevent either **[INSERT UNIVERSITY ACRONYM]** or FIU from embarking upon other or additional programs.

**E. Notices**. Whenever any Party desires to give or serve any notice, demand, request or other communication with respect to this Agreement upon the other Party, each such notice shall be in writing and shall be effective only if the notice is delivered by personal service or by internationally-recognized courier (such as FedEx, DHL, or a similar service), addressed as follows:

**For [INSER UNIVERSITY ACRONYM]:**

**[Insert Party’s Information]**

 **For FIU**:

**Name**: John Volakis, Ph.D.

**Title**: Dean, College of Engineering and Computing

 Professor, Electrical and Computer Engineering

**Address:** Florida International University

10555 W. Flagler Street, EC 2477

Miami, FL 33174 USA

**Phone**: (+305) 348-2522

**E-mail**: jvolakis@fiu.edu

Any notice delivered personally shall be deemed to have been given when delivered. Any notice sent by international courier shall be presumed to have been received ten (10) business days after deposit with the courier, with postage prepaid and properly addressed. If any notice delivered is not received, the receiving Party should promptly inform the other Party. Any Party may change its address by giving notice to each of the other Party of its new address in the manner provided above. Without affecting the foregoing, the Party providing the notice shall promptly inform the other Party electronically of the forthcoming notice.

**F. Program Coordinators**. Each Party designates the following individuals as the Program coordinators:

**For [INSERT UNIVERSITY ACRONYM]:**

[Insert Coordinator’s Information]

**For FIU**:

**Name**: Mercedes Rueda Schott

**Title**: Director, Division of External Programs

**Address**: Florida International University

10555 West Flagler Street, EC 2473

 Miami, FL 33174

**Phone**: (+305) 348-2801

**Fax**: (+305) 348-1934

**E-mail**: ruedam@fiu.edu

Each Party reserves the right to appoint at any time an alternate or substitute coordinator for the Program and agrees to immediately notify in writing the other Party in such event and provide the updated contact information.

**G. Use of Intellectual Property**.

1. **[INSERT UNIVERSITY ACRONYM]** agrees and understands that in accordance with FIU’s regulations, policies and procedures on intellectual property, **[INSERT UNIVERSITY ACRONYM]** has no rights by reason of this Agreement in any publication, invention, discovery, improvement or other intellectual property, whether or not publishable, patentable, or copyrightable, that is, except as expressly provided herein. **[INSERT UNIVERSITY ACRONYM]** further acknowledges that any inventions or copyrights developed by the FIU faculty or staff in connection with this Agreement will be owned by FIU.
2. Except as otherwise authorized in writing by FIU, **[INSERT UNIVERSITY ACRONYM]** shall do business in its own name and shall not trade upon the name or credit of FIU. All brochures, advertisements, website materials, or other solicitations for the Program that include reference to FIU, regardless of medium and language, shall be subject to FIU's prior written approval. All information posted on **[INSERT UNIVERSITY ACRONYM]**’s websites and promotional materials must be updated regularly and accurately to reflect the nature and requirements of this Agreement. **[INSERT UNIVERSITY ACRONYM]** shall, upon FIU’s request, immediately retract and/or withdraw any information presented by **[INSERT UNIVERSITY ACRONYM]** in its publications and advertisements, including website information that is inaccurate or not supported by facts, regardless of the language used. This Agreement confers no rights upon **[INSERT UNIVERSITY ACRONYM]** to use the logos, marks and likeness of FIU in any advertising except as authorized by FIU in writing.
3. Except as otherwise authorized in writing by **[INSERT UNIVERSITY ACRONYM]**, FIU shall do business in its own name and shall not trade upon the name or credit of **[INSERT UNIVERSITY ACRONYM**]. All brochures, advertisements, website materials, or other solicitations for the Program that include reference to **[INSERT UNIVERSITY ACRONYM]** shall be subject to [INSERT UNIVERSITY ACRONYM]’s prior written approval. All information posted on FIU’s websites and promotional materials must be updated regularly and accurately to reflect the nature and requirements of this Agreement. FIU shall, upon **[INSERT UNIVERSITY ACRONYM]**’s request, immediately retract and/or withdraw any information presented by FIU in its publications and advertisements, including website information that is inaccurate or not supported by facts, regardless of the language used. This Agreement confers no rights upon FIU to use the logos, marks and likeness of **[INSERT UNIVERSITY ACRONYM]** in any advertising other than for the purpose of implementing this Agreement and in a manner consistent with the provisions of this paragraph.
4. Neither FIU nor **[INSERT UNIVERSITY ACRONYM]** may use the SACSCOC logo in connection with this Agreement or otherwise. The use of this logo is reserved exclusively for SACSCOC.
5. **[INSERT UNIVERSITY ACRONYM]** must include in all literature/publications, website and other collateral marketing materials that inform the public about this Program the disclaimer that follows. **[INSERT UNIVERSITY ACRONYM]**'s marketing statements are subject to FIU's prior approval to ensure conformance with the disclaimer. This provision applies irrespective of the language employed.

**Disclaimer Statement**: FIU is accredited by SACSCOC to award baccalaureate, master and doctoral degrees. **[INSERT UNIVERSITY ACRONYM]** is not accredited by SACSCOC and the accreditation of FIU does not extend to, or include, UNIBE or its students. Further, although FIU agrees to accept certain coursework from **[INSERT UNIVERSITY ACRONYM]** to be applied toward an award from FIU, that coursework may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from FIU. The decision to accept coursework in transfer from any institution is made by the institution considering the acceptance of credits or coursework.

1. **Independent Contractor**. Each Party shall be deemed to be and shall be an independent contractor of the other and, as such, neither Party nor any of its faculty and/or staff shall be entitled to any benefits applicable to employees of the other Party. Neither Party is authorized or empowered to act as agent for the other for any purpose and shall not on behalf of the other enter into any contract, warranty, or representation as to any matter. Neither shall be bound by the acts or conduct of the other.
2. **Indemnification**. **[INSERT UNIVERSITY ACRONYM]** for itself, its officers, partners, employees, agents and assigns, agrees to defend, indemnify and hold harmless the State of Florida, the Florida Board of Governors, The FIU Board of Trustees, FIU, and their respective officers, employees, and agents from and against any awards, orders, judgments or decrees, which may be entered against FIU in any way related to this Agreement (including but not limited to any breach of its obligations, covenants, agreements or representations hereunder).
3. **Applicable Law**. This Agreement shall be interpreted according to the laws of the State of Florida, with exclusive venue in the courts of Miami-Dade County, Florida, USA, without regard to conflicts of law principles and regardless of where the obligations undertaken herein are to be performed.
4. **State of Florida Provisions**. The State of Florida Legislature is not financially responsible for any aspect of the Program. Nothing in this Agreement shall be construed as an indemnification of **[INSERT UNIVERSITY ACRONYM]** by FIU or as a waiver of sovereign immunity beyond that provided under Florida law.
5. **Force Majeure**. If, as a result of an act of *force majeure*, including without limitation, travel warning issued by the US State Department, an act of God, war, internal unrest and upheaval, hurricane or natural disaster, hurricane warning or hurricane watch issued by the US National Weather Service, tropical storm watch or tropical storm warning issued by the US National Weather Service, riot, labor dispute, strike, threat thereof, intervention of a government agency or instrumentality or other occurrence beyond the reasonable control of either organization, either **[INSERT UNIVERSITY ACRONYM]** or FIU is hindered in performing its obligations hereunder or is thereby rendered unable to perform its obligation hereunder, then, in such event, that organization shall have the right, upon notifying the other of the occurrence of *force majeure* as herein defined, to suspend or postpone performance of the activity until the event of the *force majeure* has passed. In the event that either **[INSERT UNIVERSITY ACRONYM]** or FIU is unable to perform for a period of ninety (90) days at any time after the commencement date of this Agreement, the other Party may, at its option terminate the Agreement. In the case that conditions improve and warrant the resumption of activities and deployment of educational programs and services, FIU and **[INSERT UNIVERSITY ACRONYM]** will coordinate the resumption of activities per this Agreement.
6. **Amendments in Writing**. The Parties will amend this Agreement, as necessary, to comply with regulations or policies of FIU, the Florida Board of Governors and/or SACSCOC, as they might be revised from time to time; *provided, however*, this Agreement may not be amended in any respect unless done in writing and signed by representatives of all the Parties to the Agreement.
7. **Assignments in Writing**. This Agreement shall inure to the benefit of and be binding upon the Parties hereto, their respective heirs, executors, administrators, successors, and assigns; however, no Party may assign any of its rights or responsibilities under this Agreement without the prior written consent of the other Party.
8. **Invalid Provisions**. If any provision of this Agreement is held to be illegal, invalid or unenforceable, said provision shall be fully severable; the Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement; and the remaining provisions of the Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance from the Agreement. Furthermore, in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a provision as similar in terms to such illegal, invalid, or unenforceable provision as may be possible which is and shall be legal, valid and enforceable.
9. **Requisite Authority**. The individuals signing this Agreement represent that they have the requisite authority to bind their respective bodies to this Agreement.
10. **Counterparts and Facsimile Signature Allowed.** This Agreement may be executed in counterparts. The signature page of this Agreement may be delivered by facsimile or other electronic transmission and the signatures thereon shall be deemed effective upon receipt by the intended receiving Party.
11. **Entire Agreement; Order of Precedence**. This Agreement (including any and all exhibits thereof) shall constitute the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior agreements, understandings and negotiations, both written and oral, between the Parties with respect to the subject matter of this Agreement.

\*\*\*THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK.\*\*\*

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives on the day and date written below.

|  |  |
| --- | --- |
| **For [INSERT INSTITUTION NAME]:**By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[INSERT SIGNATORY NAME]****[INSERT SIGNATORY TITLE]**Date: \_\_\_\_(year)\_\_\_(month) \_\_\_\_(day) | **For The Florida International University Board of Trustees:**By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Elizabeth M. Bejar, Ph.D. Vice President for Academic AffairsDate: \_\_\_\_(year)\_\_\_(month) \_\_\_\_(day)By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_John Volakis, Ph.D.Dean, College of Engineering and ComputingProfessor, Electrical and Computer EngineeringDate: \_\_\_\_(year)\_\_\_(month) \_\_\_\_(day)Approved as to the Form and Legal Sufficiency:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Isis Carbajal de GarciaDeputy General CounselDate: \_\_\_\_(month)\_\_\_(day) \_\_\_\_(year) |

**APPENDIX A**

**OPTIONAL PRACTICAL TRAINING (OPT)**

**Eligibility for Employment:**

A fundamental eligibility requirement for all types of employment (on- or off- campus) is for a student to continuously maintain lawful F-1 status. Maintaining lawful F-1 status includes, at a minimum, the following:

1. Student must have a valid passport at all times;

2. Student must hold a valid FIU I-20 properly processed either through FIU’s **International Student and Scholar Services** (“**ISSS**”) or by travel and re-entry;

3. Student must be registered for full-time enrollment each academic semester. In accordance with U.S. immigration laws and regulations, “full-time enrollment” is defined as enrollment for at least nine (9) graduate-level credits for graduate students.

4. Student must also be in good academic standing and make normal progress towards completion of degree, which means maintaining the minimum GPA of at least 3.0 for graduate students.

**Practical training** is employment that is directly related to a student’s major or field of study. Students must have been on valid F-1 status for at least two consecutive semesters prior to application for practical training, although application is allowed 90 days prior to the conclusion of their studies.

OPT is limited to an aggregate total of 12 months. Authorization is granted by a Service Center of the **US Immigration and Citizenship Service** (“**USCIS**”). An FIU ISSS advisor will recommend OPT for an FIU international student in F-1 status who has met **all eligibility requirements**. An application fee is charged by USCIS.

A student may choose to apply for OPT either before graduation (pre-completion of degree) or after graduation (post-completion of degree). Any period used before graduation is deducted from the 12 months available. **Students are required to attend a *Practical Training/Employment Workshop* in order to be eligible to apply for OPT.** More detailed information (application procedure, documents needed, etc.) is provided at the workshop. **Students must CHECK WITH ISSS FOR WORKSHOP SCHEDULE and APPLICATION DEADLINES.** These workshops are also offered online.

Students must have attended an ISSS Employment/Practical Training Workshop before they can apply for OPT through ISSS on an appointment basis. They must bring all applications forms and other required documents at the time of appointment with an ISSS advisor.

**IMPORTANT:** Students must obtain proper authorization before engaging in any on- or off-campus employment (whether it is paid or non-paid). If a student falls out-of-status at any time during his/her employment (i.e., drops a class and falls below the full-time requirement or his/her passport expires), then the student must stop working immediately. *The requirements for maintaining the F-1 visa status and being eligible for the OPT are subject to change based on US immigration law.*