Dean of Students Office
International Student Services
Hamilton College
198 College Hill Road
Clinton, NY 13323

Applying for Post-Completion OPT, Class of 2014

Important Dates:

- Completion Date: 05/25/2014
- Earliest Date to apply (90 days prior to completion): 02/25/2014
- Last Day to apply (60 days after completion, must reach USCIS by this date): 07/24/2014
- Earliest start date for OPT: 05/26/ 2014
- Latest start date for OPT: 07/25/2014
- OPT must be used by: 07/24/2015
- Your application must be filed with USCIS within 30 DAYS of the date of issue of your OPT authorization I-20
- Processing time: 90-120 days from application date—occasionally more! This is beyond our control. Plan accordingly!

Your F-1 student status ends on 07/24/2014 UNLESS you have applied for OPT or a transfer of schools. If your OPT application is still pending, you will remain in valid F-1 student status after 07/24/2014, provided your application was timely and properly filed.

Steps to Applying for Post-Completion OPT:

1) Complete the following forms (attached, also available on-line)

    a) Hamilton College OPT Request Form
    b) Hamilton College OPT Responsibilities Acknowledgement form
    c) Form I-765 (most recent version!) Application for Employment Authorization. On Form I-765:

    CHECK "permission to accept employment" at the top of the form after "I am applying for"

    Complete Items 1-16 in BLUE ink:

    Item 3: Address. We recommend that you enter Dean of Students Office, Hamilton College, 198 College Hill Road, Clinton, NY 13323. This will allow us to track your application, make copies as appropriate, and avoid problems with mail being returned to USCIS after you leave campus!

    Item 10: A-Number or I-94 Number. Enter the number on your current I-94 card unless USCIS has previously issued you an alien registration number.

    Item 11: If you have ever applied for hardship or OPT employment, answer yes, where and when you applied, whether it was granted or denied, and attach a photocopy of any EAD card issued for it.

Your certification: Sign in BLUE ink, put your telephone number and the date.

Item 16: Enter the code for post-completion OPT: (c) (3) (B)

2) Attach the following to your application:

- ✓ Photocopy of any previous EAD card(s).
- ✓ Photocopy of Form I-94 (both sides!)
- ✓ Photocopy of your passport identification pages and visa.
- ✓ Forms 1-20: Photocopies of ALL previous I-20s issued by Hamilton or other schools you have attended.
- ✓ Photocopies of any previous employment (EAD) cards.
- ✓ Two Identical Passport-type Photos: We recommend that you purchase passport photos for this purpose. They can be taken at CVS or the Clinton Post Office. Print your name and SEVIS ID number on the back in pencil. (See details on I-765 Instructions)
- ✓ $380 Fee in the form of a check or money order payable to U.S. Department of Homeland Security. Personal checks must be your own.

  NOTE that "photocopies" must be BLACK AND WHITE copies, nothing scanned or in color.

Application Processing

1) Make an appointment with Dean Harrison (call 315.859.4021, ext. 4021 on campus)
2) Bring the above materials. If everything is in order, the College will issue you an I-20 with your OPT recommendation. We will also keep a copy of your complete application in your file. You will be contacted to pick up the new I-20 and your other application materials.
3) When you pick them up, you will receive additional instructions on how, when and where to mail your application to USCIS. IT MUST REACH USCIS WITHIN 30 DAYS OF THE I-20 ISSUE DATE, SO PLAN ACCORDINGLY!
4) You will also receive a handout on how you can track your OPT application. This information is also available on line on the International Student Website.
5) USCIS will communicate with our office about your application. If they request further information, we will notify you. Your EAD will be sent here and you may pick it up or we will send it to you. IT IS VITAL THAT WE HAVE VALID CONTACT INFORMATION FOR YOU AT ALL TIMES!
6) You cannot begin working until you have your EAD card.
7) Processing takes 90 to 120 days, and sometimes more! PLAN ACCORDINGLY.