

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

ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR MAINTAINING F-1 STATUS WHILE ON POST-COMPLETION OPT

There are several important rules with which you must comply while on post-completion OPT in order to maintain your F-1 status. Please read them carefully and sign the Acknowledgement below that you understand these responsibilities.

- 1) You may work only within the dates for which your EAD authorizes you. You must have the EAD card IN HAND to begin working.
- 2) ALL employment must be related to your degree program.
- 3) During post-completion OPT, your F-1 status is dependent on employment. You may not accrue more than 90 days of unemployment during the dates specified on the EAD.
- 4) SEVP strongly *recommends* that you “maintain evidence—for each job—of the position held, proof of duration of that position, the job title, contact information for [your] supervisor or manager, and a description of the work.”
- 5) Beginning a new course of study or transferring U.S. schools automatically terminates OPT employment.
- 6) You MUST NOTIFY THIS OFFICE OF:
 - Your home/residential address
 - Name and address of employer
 - Employer EIN (Employer Identification Number) -- nine digit number employers are assigned for Federal tax purposes
 - Your official job title and description of duties (how the position is related to your major/concentration at Hamilton).
 - Beginning and end dates of employment
 - Are you working more than 20 hours a week? How many hours?
 - Your supervisor's full name, phone number and email address.
 - Any interruptions of employment
- 7) You also MUST REPORT TO OUR OFFICE WITHIN 10 DAYS of making the change:
 - Change of name (provide proof of your updated passport noting the change)
 - Change of home/residential address
 - Change of name and/or address of employer along with other information (see #6 above)

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ACKNOWLEDGEMENT

I have read and understand the requirements of the Department of Homeland Security for maintaining my F-1 student status while I am on post-completion OPT.

Name (please print)

Signature

Today's date

09/11/2018