

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

Applying for Post-Completion Optional Practical Training (OPT), Class of 2021

Important Dates:

- Completion Date: 05/23/2021
- Earliest Date to apply (90 days prior to completion): 02/23/2021
- Last Day to apply (60 days after completion, must reach USCIS by this date): 07/22/2021
- Earliest start date for OPT: 05/24/2021
- Latest start date for OPT: 07/23/2021
- OPT must be used by: 07/22/2022
- Your application must be filed with USCIS within 30 DAYS of the date of issue of your OPT authorization I-20
- Processing time: 90-150 days from application date—occasionally more! This is beyond our control. Plan accordingly!

Your F-1 student status ends on 07/23/2021 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 07/23/2021, provided your application was timely and properly filed.

Steps to Applying for Post-Completion OPT:

- 1) Complete the following forms (included in packet from ISS and available on-line)
 - a) Hamilton College OPT Request Form (available on ISS website)
 - b) Hamilton College OPT Responsibilities Acknowledgement form (on ISS website)
 - c) Form I-765 (most recent version!) Application for Employment Authorization (form and instructions available online - please Google). On Form I-765:

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

Item 5: Address. For your mailing 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 21A: A-Number or I-94 Number. Retrieve your I-94 by filling out information online at <https://i94.cbp.dhs.gov/I94/#/home>. Enter your I-94 number to answer *Item 21A*, unless USCIS has previously issued you an alien registration number.

Your certification: Sign and put your telephone number and the date.

Item 27: Enter the code for post-completion OPT: (c) (3) (B)

2) Attach the following to your application:

- ✓ Photocopy of any previous employment EAD card(s), if applicable.
- ✓ Photocopy of Form I-94.
- ✓ 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.
- ✓ Two Identical Color Passport-type Photos: taken within 30 days of filing your applications. Photos must be 2" by 2" with white to off-white background. They can be taken at CVS or the Clinton Post Office. Print your name and I-94 number on the back in pencil. (See details on I-765 Instructions)
- ✓ \$410 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) Send the above materials to Dean Harrison at aharriso@hamilton.edu.
- 2) After he reviews your materials, Dean Harrison will contact you to schedule an appointment to discuss and finalize your application.
- 3) During that meeting, Dean Harrison will discuss issuing you an I-20 with your OPT recommendation as part of the process for finalizing your application. We will also keep a copy of your complete application on file. Also, at that time 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 information about the G-1145 form to complete and include with your application so you can track your OPT application. This information is also available on Hamilton's ISS 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 (ADDRESS, CELL PHONE NUMBER AND PERSONAL EMAIL ADDRESS)!**
- 6) Please be advised that you cannot begin working until you have your EAD card.
- 7) Processing can take 90 to 150 days, and sometimes more! **PLAN ACCORDINGLY.**