

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 2022

Important Dates:

- Completion Date: 05/22/2022
- Earliest Date to apply (90 days prior to completion): 02/22/2022
- Last Day to apply (60 days after completion, must reach USCIS by this date): 07/21/2022
- Earliest start date for OPT: 05/23/2022
- Latest start date for OPT: 07/22/2022
- OPT must be used by: 07/21/2023
- Your application must be filed with USCIS within 30 DAYS of the date of issue of your OPT authorization I-20

Your F-1 student status ends on 07/22/2022 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 07/22/2022, provided your application was timely and properly filed.

Steps to Applying for Post-Completion OPT:

- 1) Complete the following forms and submit to the international student director:
 - a) Hamilton College OPT Request Form (on ISS website)
 - b) Hamilton College OPT Responsibilities Acknowledgement form (on ISS website)

FOR THE ONLINE FORM I-765 CHECK “Initial permission to accept employment” after “I am applying for”

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 if you are not approved before you leave campus!

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 the appropriate question online, unless USCIS has previously issued you an alien registration number.

YOUR CERTIFICATION: Electronically sign, include your telephone number, personal email address and the date.

ENTER THE CORRECT CODE FOR POST-COMPLETION OPT: (c)(3)(B)

- 2) The following should be included in the online application (<https://myaccount.uscis.gov/>):
- Upload any previous employment EAD card(s), if applicable.
 - Complete the I-765 Form
 - Upload copies of all prior CPT I-20s
 - Upload a newly created, OPT-authorization I-20 (issued by the international student director)
 - Upload a copy of the passport information page
 - Upload a copy of the applicant's most recent I-94
 - Upload a passport-style/sized photo (taken within 30-days of filing your application. Photos must be 2" by 2" with white to off-white background. They can be taken and purchased at CVS or the Clinton Post Office.
 - Payment of the \$410 fee with a credit or debit card

A comprehensive review of the online application (<https://myaccount.uscis.gov/>) takes place before its submission during the student and director meeting to finalize things.

FOLLOW UP: International Student Services receives updates about students' applications and notifies them as to where things stand throughout the process. This includes the receipt and distribution of applicants' EAD cards.