

Dean of Students Office, International Student Advising
Hamilton College
Clinton, NY 13323

REMINDERS FOR STUDENTS APPLYING FOR OPT

- 1) **Notify the Dean of Students Office when you receive your EAD card. We need a copy of your EAD card for your international student file.**
- 2) **EAD CARDS ARE NOT FORWARDED TO A NEW ADDRESS BY THE US POSTAL SERVICE. If you gave Hamilton College as your address and have not received your card before leaving campus, NOTIFY US IMMEDIATELY.**
- 3) **You must have your EAD card in hand before you begin your employment.**
- 4) **The EAD card for OPT allows you to work ONLY during the authorized dates and ONLY in a job related to your field of study.**
- 5) **In order to maintain valid F-1 status, you must NOTIFY THIS OFFICE OF:**
 - **Change of address (your US or foreign address)**
 - **Change of name (first, middle, last)**
 - **Any periods of unemployment while authorized for OPT**
 - **Employer information (name and address) upon obtaining or changing jobs.**

This is YOUR responsibility. Whenever you move, you MUST NOTIFY US within ten days. We will update your SEVIS record. This is a SEVIS requirement important to maintaining your valid F-1 status.

- 6) **If you transfer schools or begin study at another educational level, your OPT is automatically terminated.**
- 7) **Once authorized, you may change employment and accept employment anywhere within the US (but see 4 above for restrictions).**
- 8) **Providing accurate contact information (address and reliable email) will also make it possible for us to offer you access to CINTAX and to make sure your tax documents from the College are forwarded. If you do not update your address information, your tax forms may be delayed and you will not receive a CINTAX access code.**
- 9) **We are happy to continue to provide support for you after you graduate by answering appropriate questions about your visa status, providing CINTAX access, providing letters, etc.**

10) We also like to know what you are doing! Please keep us informed.

11) Please keep and use the following contact information:

MAIL: Dean of Students Office
Hamilton College
198 College Hill Road
Clinton, NY 13323

PHONE: 315-859-4022

FAX: 315-859-4077

EMAIL: Carol Drogus, cdrogus@hamilton.edu; Regina Johnson,
rjohnson@hamilton.edu