

OPT PROCESS IN TERRA DOTTA

International Programs & Extended Studies
Ithaca College

Office of International Programs
Travel Registry

Announcements
STUDY ABROAD FOR SUMMER/FALL 2021 & COVID-19
Ithaca College plans to re-open the London Center and opportunities for affiliated study abroad beginning in Summer 2021, COVID-19 permitting. Click to learn more...

Programs :
Brochure

Optional Practical Training (OPT) (PE) (Program Enrollment Program)

Program Terms: OPT Registration
Restrictions: Ithaca applicants only

Register/Apply
Request Info

Register/Apply Request Info

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To begin the OPT application process, click on [this link](#), then click on the 'Register/Apply' button.

You will be asked if you wish to create an application, click 'yes.'

Please indicate how you will be logging in:

I have an Ithaca College username and password. (If you are an Ithaca College student, staff, or faculty member, please select this option.) Users will be asked to enter their Netpass credentials on the next screen.

I have login credentials to this site that I received by email.

I do not have login credentials to this site.

Submit

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Next, you will be asked how you will be logging in. Click the top option: I have an Ithaca College username and password.



Sign in with your Netpass Username and Password:

Username

Forgot your password?

Password

Need Help?

Login

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You'll be brought to a page that requires you to log in using your Netpass credentials (see below). Your Netpass credentials are your IC username (e.g., bsmith) and email password.

Your Home Page : Available Program Terms

Available Terms

Terms OPT Registration, 2020-2021
 OPT Registration, 2021-2022

Apply Cancel

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After logging in, you'll need to select the appropriate OPT term.

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You will automatically be brought to a page that includes detailed instructions about the OPT application process. Please be sure to take time to read through these instructions carefully and refer back to them as needed.

Once you have read the instructions and clicked on the 'Get Started!' button, you will be automatically taken to the first online application piece: the OPT recommendation.

Instructions



OPT Petition Checklist:

1. Submit the electronic OPT Recommendation found in the Online Application area below.
2. Submit the OPT Start and End Dates Forms and upload the completed I-765 Form. Please consult the Instructions for completing Form I-765 and the Sample I-765 Form. You can use the optional Documents tab (found above, next to the paperclip icon) to upload any remaining OPT petition documents for review. This will allow you to retain a copy of your whole OPT petition in the Terra Dotta portal.
3. After you have uploaded the OPT Dates Form, the completed I-765 Form, and your adviser has submitted their recommendation in the Terra Dotta system, contact ddimitrova@ithaca.edu to request the OPT I-20. We will email you when your OPT I-20 is uploaded into the portal. Once you have been notified, please print it out, sign it, and send a copy of it with your OPT petition.
4. Be sure to refer to our OPT Mailing Checklist before mailing your application.
5. You may request an E-Notification (an email and/or text message) when your petition is received at the Lockbox facility in Texas by submitting Form G-1145 along with your application. Print it, then fill it out, and clip it to the first page of your application.
6. Please be sure to upload a copy of your petition in the Terra Dotta portal (in the Documents tab at the top of the page), or make two copies of the petition before sending it; keep one for your own files and send the other to your office for your student file.
7. Send the petition by certified mail with a return receipt. After the USCIS receives the petition, they will send you a receipt (Form I-797) which includes the file number of your petition. Save that notice and upload a copy to Terra Dotta using the Documents tab, as you will need the file number if you decide to contact the DHS with questions regarding the status of your petition.
8. You can check the status of your application (using the code from the receipt) online at egov.uscis.gov/casestatus/landing.do

Get Started!



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These four questionnaires are the Ithaca College OPT online application pieces that need to be submitted to begin the official OPT process.

Online application

OPT recommendation required

- I-765 Form (PE)
- OPT Start and End Dates (PE)
- OPT Petition Documents Folder (Optional) (PE)

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The OPT Recommendation requires your academic adviser, department chair, or dean/assistant dean to submit an electronic recommendation on your behalf. (Note: It's best to search for them by their Ithaca College email address. If you don't know their email address, you can search by name, but your results will include all IC community members that have the same first name or the same last name.) Once you've located the appropriate person in the system, click on the radio button to the left of their name, then click the 'Send request' button.

Online application

OPT recommendation required

Directory lookup

Name or email address

Search

Name	Email
<input checked="" type="radio"/> Gould, Rachel	rgould@ithaca.edu
<input type="radio"/> Recommender not listed	

If applicable, list previous course(s) taken with this professor and corr.

Additional information

I waive any right I may have to read or obtain copies of the recommendation which I am requesting.

Yes No

Search again

Send request



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Next, click on the I-765 Form (PE). Detailed instructions will be displayed for submitting a copy for review by the Ithaca College Office of International Programs. Be sure to click the 'Done' button after you have attached the completed form to the upload area.

I-765 Form (PE)

1) Submit your completed I-765 for review by the Office of International Programs (REQUIRED)

Please consult the [Instructions for completing Form I-765](#) and the [Sample I-765 Form](#). You can use the optional Documents tab (above, near the paperclip icon) to upload your remaining OPT petition documents for review. This will step allow you to retain a copy of your whole OPT petition in the portal.

Drag/drop file here to upload or click to

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After clicking on the OPT Start and End Dates application requirement, instructions will appear detailing exactly how to submit accurate dates. Be sure to click the 'Done' button after you have typed in the appropriate dates.

OPT Start and End Dates (PE)

Example: If your program end date is May 17, 2020, the earliest OPT start date you can select is May 18, 2020, the latest OPT start date you can select is July 16, 2020. Sample OPT dates: 07/15/2020 until 07/14/2021.

1) Requested OPT Start Date (REQUIRED)

The earliest OPT start date you can request is the day after your program end date. The latest OPT start date you can request is 60 days after your program end date.

2) Requested OPT End Date (REQUIRED)

The OPT end date will be 12-months after the selected start date.

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You may upload additional materials for review by the Office of International Programs staff by using the Document tab at the top of the page (next to the paperclip icon), or by using the OPT Petition Documents Folder that is marked as an optional item in the online application section as shown in the picture to the left.

OPT Petition Documents Folder (Optional) (PE)

1) Upload a copy of your additional petition documents (optional)

or, you may make two copies of the petition before sending it; keep one for your own files and send the other to our office for your student file.

Drag/drop file here to upload or click to

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After your recommender has submitted the recommendation in the Terra Dotta system, and you have uploaded the completed I-765 Form, the OPT Dates, and any additional materials you would like reviewed, contact Diana to make her aware that your OPT application is complete at ddimitrova@ithaca.edu to request the OPT I-20. We will email you when your OPT I-20 is uploaded into the portal. Once you have been notified, please print it out, sign it, and send a copy of it with your OPT petition.

If you should encounter technical difficulties, please contact Mimi Wright at mwright@ithaca.edu.