



Curricular Practical Training (CPT) - Checklist

In order to apply for Curricular Practical Training (CPT), please make an appointment to see your Designated School Official (DSO). The following documents are needed as part of the CPT application process.

For Graduate Studies Office Use:

- Academic Advisor Form/Letter
- Application for Curricular Practical Training
- Unofficial Transcript (available from Banner Online Services)
- Job Offer Letter

Once you've requested a CPT approval from the DSO in Graduate Studies and received your new I-20, you will need to prepare and submit the following list of items to USCIS:

For Submission to USCIS Office:

- Copies of passport (current F-1 visa stamp)
- Social Security Card
- Copy of I-20 with CPT request (keep the original for yourself)

USCIS
PO Box 660867
Dallas, TX 75266

If you change your mind

If after requesting a CPT I-20 from the Graduate DSO, you decide not to send your application to USCIS, you must notify your DSO. Please send an email to graduatestudies@alcorn.edu informing us that you do not plan to apply for CPT. If you do not notify us, we will be unable to adjust your SEVIS record to accurately reflect your situation.