



Optional Practical Training - Checklist

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

For Graduate Studies Office Use:

- Academic Advisor's Statement of Program Completion Form
- Application for Optional Practical Training
- Job Offer Letter (Optional)

Once you've requested an OPT 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:

- Form I-765
- Copies of previous EAD cards (if available)
- Copy of passport (current F-1 visa stamp)
- Copy of I-20 with OPT request (keep the original for yourself)
- Printout of SEVIS CPT page (if applicable)
- Two passport photos (recent)
- Check or money order for \$380 to "Department of Homeland Security"

If you change your mind

If after requesting an OPT 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 OPT and indicating the date you intend to leave the U.S. (must be within 60 days of I-20 completion date). If you do not notify us, we will be unable to adjust your SEVIS record to accurately reflect your situation.