

## CERTIFICATION FOR CURRICULAR PRACTICAL TRAINING

### I. EMPLOYER INFORMATION *(To be completed by the employer)*

#### ***All Fields Required***

Dear Prospective Employer:

In order to obtain permission to pursue CPT employment the F-1 non-immigrant student you intend to hire requires from you:

- A job offer on company letterhead containing all the information requested below.
- If the job offer letter does not contain all the information requested below please also complete this section in addition to the job offer.

If you have questions, please contact the Center for Global Services at the information above.

Student's Name: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Full Time/Part Time: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Site of Employment: \_\_\_\_\_  

StreetCityStateZip

Please provide a brief description of job responsibilities (and attach a job offer letter):

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Employer Official: \_\_\_\_\_ Employer's Phone or Email: \_\_\_\_\_

 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Information for Employers Hiring F-1 Students on Curricular Practical Training:**

#### **Employment Authorization Documents**

Curricular practical training is authorized directly by the designated school official---in the case of Rutgers University, an International Student Adviser at the Center for Global Services, who updates the student's F-1 status with the CPT employment authorization, including: the employment start and end date; employer name and address; whether the authorization is for part-time or full-time CPT; and an explanation of how the employment is curricular.

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### II. STUDENT INFORMATION *(To be completed by the student)*

Name: \_\_\_\_\_ Major/Program of Study: \_\_\_\_\_

Requested CPT Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Full Time/Part Time: \_\_\_\_\_  
(MM/DD/YYYY) (MM/DD/YYYY)

I will be working on-campus, including assistantships, at the same time as my CPT: ☐ Yes ☐ No

Total number of hours per week *(including CPT and on-campus positions)*: \_\_\_\_\_

***I understand that I can never work more than 20 hours per week total between my CPT and all on-campus employment positions while working on-campus.***

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ RU ID: \_\_\_\_\_

### III. ACADEMIC INFORMATION

*(To be completed only by the academic dean or the graduate program director)*

Federal regulations permit F-1 students to apply for limited periods of "Curricular Practical Training" (CPT) prior to completion of a course of study. Each application must be accompanied by an employer's offer, an academic official's certification (see below) and must meet the following criteria: the proposed employment must be an integral part of the student's academic program for which the student will earn academic credit that specifically counts towards his or her degree requirements.

Federal regulations require a "Designated School Official" (international student adviser) in the Center for Global Services to certify *under penalty of perjury* a student's eligibility for employment authorization. The international student adviser's certification is based on the information provided below. We therefore rely upon your careful evaluation of the student's employment letter and all of the curricular information provided below.

Academic Official's Name \_\_\_\_\_ College/Department \_\_\_\_\_

Campus Extension \_\_\_\_\_ Email \_\_\_\_\_

The student is (check one) \_\_\_\_\_ an undergraduate \_\_\_\_\_ in a Master's program \_\_\_\_\_ in a doctoral program.

The student is expected to complete all degree requirements in \_\_\_\_\_ (month/year) and is expected to complete/has completed required course work in \_\_\_\_\_ (month/year).

Please indicate which upcoming semester this CPT will apply *(if multiple semesters, please indicate the corresponding course number for each semester on the next page)*

☐ Fall ☐ Spring ☐ Summer  
*(Any Session I, II, or III)*

The student's proposed employment qualifies for curricular practical training for the following reason & the student will receive academic credit(s) for it that counts towards his/her degree requirements:

*Please select only one:*

- ☐ **The employment is part of a Cooperative Education program**
- ☐ **The employment satisfies an internship or practicum which is clearly detailed in the catalogue**
- ☐ **The employment is directly related to and will contribute to the student's thesis or dissertation**  
*\*If this reason is selected, please explain how below in number 2*
- ☐ **The employment is necessary for the student to complete a project**  
*\*If this reason is selected, please explain the student's project in detail below in number 2*

1. Describe the practical training program the student will undertake: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Explain why the employment is required to fulfill the degree requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Explain how the training will be evaluated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please complete the following course details of the practical training program:**

1. Course title and number as it appears in the catalogue: \_\_\_\_\_

2. Course description (you may instead provide a photocopy of the catalogue page which bears this information):

\_\_\_\_\_

3. Number of credits the student will earn *towards degree requirements* from this course: \_\_\_\_\_

**ADDENDUM FOR STUDENTS WITH ASSISTANTSHIPS:**

If the student for whom you are certifying this form will be requesting part-time CPT to begin *prior* to the end date of his or her current assistantship, please initial below indicating the department does not object to this arrangement. The student may not work more than 20 hours per week cumulative between the CPT and assistantship.

**Initial:** \_\_\_\_\_

**Academic Official's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_