

OFFICE OF GLOBAL ENGAGEMENT
Curricular Practical Training (CPT) Request Form

The U.S. Department of Homeland Security defines CPT as “alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school” stating that CPT must be “an integral part of an established curriculum. Therefore CPT must be work experience or practicum directly related to the student’s major area of study serving as a vital part of a student’s education.

Eligibility

To be eligible for CPT

- x Student must have lawfully completed one full time academic year of study
An exception is made for graduate students only whose program is state
- x Students must work part time when school is in session
time when school is not in session)
- x Employment must be directly related to the student's
established curriculum

The training employment of the CPT must be
study or

The training employment of the CPT will be

Remember: Students who have had 12 months or more

Application Requirements

To apply for the CPT you must meet with your DSO and bring:

- x Copy of the official offer letter on company letterhead signed by the prospective employer. Letter should include
 - Location where employment will take place
 - Beginning and ending date of employment
 - Number of hours student will work per week

5. Your preceptor must sign your CPT application form. Meet with your preceptor before applying to make sure you are in good academic standing that your CPT is directly related to your major area of study. Without the preceptor's recommendation your CPT application will not be approved.
6. If eligible, the DSO will issue a new Form I-20 and you may begin your CPT employment
7. You may not continue working beyond the expiration date indicated on the Form I-20 unless you apply and are granted an extension of CPT work authorization. Working beyond the authorized period of time is a violation of your F-1 nonimmigrant student status and will result in you falling out of status, jeopardizing your ability to continue studies in the US.

Social Security Card

International Students who have met all guidelines and regulations governing off-campus work authorization or paid employment set forth by the U.S. Department of Homeland Security and enforced through the Office of Global Engagement must apply for a Social Security Card. Note: Social Security Card is not required to apply for a New Jersey Driver's License.

Please follow the steps below to obtain a Social Security Card:

x Gather Required Documentation

Copy of the official offer letter on company letterhead signed by the prospective employer listing the student's name, beginning and ending date of employment location where employment will

Dates of CPT: From: Month ___ Day ___ Year ___ To:Month ___ Day ___ Year ___ .

Description of duties:

Has the student completed of Fall Ti