

All students applying for Curricular Practical Training (CPT) should attend the workshop offered by the Office of Global Initiatives (OGI) and Career Development Services (CDS) and consult with an adviser at the CDS prior to applying for CPT.

DEFINITIONS

According to the federal regulations (8 CFR, §214.2 (f)): CPT is a type of off-campus employment authorization which permits international students with F-1 visa to fulfill their degree program requirement. It is important to understand that CPT is “an integral part of an established curriculum”.

Employment for 20 hours or less per week is considered part-time CPT. Employment for more than 20 hours per week is considered full-time CPT.

LIMITATIONS

There is no limit on how much part-time CPT students can do without affecting their Optional Practical Training (OPT) eligibility. More than 364 days of full-time CPT will cancel a student’s eligibility for OPT.

ELIGIBILITY

- ✓ You are a degree candidate who has been in lawful status as a full-time student for at least one academic year (fall and spring semesters).
- ✓ You must maintain full-time status while on CPT.
- ✓ You must get all the necessary approvals to qualify for CPT.
- ✓ You must obtain work authorization prior to the beginning of employment.
- ✓ You must have a job offer directly related to your major.

APPLYING FOR CPT

In order to apply for CPT you must:

- ✓ Fill out the CDS’s Employment Agreement Form; you must secure all the required signatures.
- ✓ Fill out the OGI’s CPT form; you must secure all the required signatures.
- ✓ Register for the course related to your co-op.

In order to process your CPT request you must drop off the following documents at the OGI office:

- Employment Agreement Form
- CPT form
- Copy of your employment letter
- Proof of registration for co-op related course

Processing time will take 4-5 days and a new I-20 will be issued for you. You are not eligible to begin work until you receive an I-20 with CPT authorization and the CPT start date arrives; if you work before this, your F-1 status will be terminated.

PERSONAL INFORMATION (to be filled out by the student)

Name: _____ ID#: _____

Email: _____@njit.edu Major: _____ Today's date: _____

ACADEMIC INFORMATION (to be filled out by the academic adviser)

According to the federal regulations (8 CFR, §214.2 (f)) CPT is a type of off-campus employment authorization which permits international students with F-1 visa to fulfill their degree program requirement. It is important to understand that CPT is “**an integral part of an established curriculum**” and should not be viewed as simply an employment opportunity for the student.

Cumulative GPA: _____ Level: UG ___ Master's ___ PhD ___ Expected graduation date: _____

Is this student in his/her final semester? YES ___ NO ___

Have you reviewed the job offer? YES ___ NO ___

Is it directly related to the student's major? YES ___ NO ___

Has the student received credit for a co-op course before? YES ___ NO ___

Select the appropriate type of CPT the student is applying for:

Full-time (more than 20 hours/week): for required terms (fall and spring). The student still must maintain full-time status (12 credits for undergraduates, 9 credits for graduates) while on CPT.

Start date: _____ **End date:** _____

Part-time (20 hours or less/week): for required terms (fall and spring). The student still must maintain full-time status (12 credits for undergraduates, 9 credits for graduates) while on CPT.

Start date: _____ **End date:** _____

Total number of credits registered for this term: _____

Students CANNOT enroll for only online courses while they are doing part-time CPT or if they are enrolled in a 0 credit co-op course.

Required for all levels (undergraduate and graduate):

Academic Advisor Name Signature Date

Student Name Signature Date

PhD students only - Department Chair Name Signature Date

PhD students only - Graduate Studies Office Signature Date

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