

F-1 Curricular Practical Training Request Form

An internship must be part of an elective internship course for academic credit. First, submit this form and a summary of the position and your responsibilities to your academic advisor. Then bring the completed form and a copy of your internship class registration to the International Office.

A. This section is to be completed by the student

Family Name _____ First Name _____

NJCU ID# _____

Major _____ Degree Level _____

I am requesting authorization for:

_____ Part-time Curricular Practical Training (no more than 20 hours per week)

_____ Full-time Curricular Practical Training (over 20 hours per week)

I am requesting employment authorization from _____ to _____

Name of employer _____

Address _____

City _____ State _____ Zip Code _____

I understand the following:

- CPT is for a limited time needed to meet academic course requirements
- You **may not** begin employment until you have received the work permission on your I-20
- This employment is employer specific for the dates listed on the I-20 form only
- A second internship experience may be approved if your academic advisor agrees that the responsibilities and learning goals of the second experience are different from those in your first internship, not just an extension of that experience.

Student's Signature _____ Date _____

B. This section is to be completed by the department chair, academic advisor, or program coordinator.

I confirm the following:

- The internship listed is in the student's field of study
- The student is registered for the appropriate course to facilitate the internship
- During the internship, the student will be engaged in activities consistent with the academic goals of his/her program
- The dates of the internship are reasonable to achieve the academic goals of the student's program
- If the student is pursuing a second internship, he/she will be engaged in activities and learning goals that are sufficiently different from the previous internship to warrant a second internship

The employment is approved for _____ part time (20 hours or less) _____ full time (more than 20 hours per week).

Name _____ Title _____

Signature _____ Date _____