



International Services, Global Education Center
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Curricular Practical Training (CPT) for Students in F1 Visa Status **Instructions and Application**

Curricular Practical Training (CPT) is employment that is directly related to your major field of study and is an integral part of your major curriculum. CPT is employment that is either *required* for the degree program or in which credit is earned for the employment experience. Federal regulations require the Designated School Officials (DSO) in the International Services office to certify and authorize a student's eligibility for CPT employment.

To be eligible for CPT authorization:

- you must currently be in valid F-1 status
- you must have been in lawful status and a full-time student for one academic year.

Important: If you are authorized for CPT totaling 12 months or more of full-time employment, you will lose your eligibility for all Optional Practical Training (OPT).

There are 2 kinds of employment at MSU that qualify for CPT authorization.
To apply for CPT authorization, follow the instructions below
that apply to your particular employment opportunity:

1. Cooperative Education Employment: A majority of undergraduate CPT employment experiences are arranged through the Cooperative Education Office. Cooperative Education is a work-based learning program in which students are placed into an employment position that provides training for which they earn Co-op Education credit. For more information on how to obtain a Co-op employment position, visit the Co-op office in 338 Morehead Hall or view their web site at www.montclair.edu/CooperativeEd

After you have obtained a co-op employment position through the Co-op Office, you must submit the following to International Services:

- A. Letter from you Co-op Advisor** that verifies you have received a Co-op employment position. The letter must include the Employer, Employer's Address, beginning and ending dates of employment, amount of compensation, and the Co-op Course title and number of credits you will enroll in. Your Co-op Advisor is aware of this letter and the necessary contents. International Services will verify that you have registered for the Co-op course before authorizing your CPT.
- B. Part 1 only of the Curricular Practical Training Application** attached

2. Other CPT Employment (not through the Co-op Education Office): CPT employment opportunities at MSU that are not arranged through the Co-op Education Office require that the student enroll for a course that has a work experience component such as a field service, practicum, or internship course. Or it may be employment that is a necessary component of the student's graduate thesis or dissertation.

To apply for this type of CPT, you must submit the following to International Services:

- A. Part 1 of the Curricular Practical Training Application** attached
- B. Part 2 of the CPT Application** completed by your Major Academic Advisor or Professor
- C. Letter from Employer** confirming job offer, job title and description, beginning and ending dates, and number of hours of work per week.

Curricular Practical Training Application

Part 1: (To be completed by all CPT student applicants in F1 status)

1. Name _____
2. Current Address _____
(your current address must be updated in the MSU system)
3. MSU email address _____ Telephone number _____
4. Undergraduate _____ Graduate _____
5. Major _____

(Co-op Education Applicants -- do not complete Part 2. Submit Part 1 with the letter from the Co-op Education Office and allow 10 business days for processing.)

Part 2: (To be completed by Student's Major Academic Official)

Federal Regulations permit international students in F1 student visa status to apply for limited periods of curricular practical training (CPT) employment during their studies. Each application must be accompanied by an academic official's certification that the employment is an integral part of the student's major program and the student will earn course credit for successful completion of the training. The student must present to you a letter from the employer confirming the job offer, job title and description, beginning and ending dates, and number of hours per week. We rely upon your careful evaluation of the employment as you complete the certification below:

1. Academic Official's Name and Title _____
2. Academic department and telephone extension _____
3. Beginning and Ending Dates of employment _____ to _____
4. This student's employment qualifies for Curricular Practical Training because:
_____ The employment satisfies an internship, field service, or practicum as outline in the Catalog or Schedule of Courses. **OR**
_____ The employment will yield data or crucial experience that is necessary to complete the student's Graduate Thesis or Dissertation.
5. Course Title and Number for the Curricular Practical Training _____
6. Number of credits the student will earn for the course _____
7. Describe how the training will be evaluated for successful course completion:

To: All Student CPT Applicants:

- Submit this form with your Employment Letter (Co-op students submit Co-op letter) to International Services.
- You must register for the course that fulfills your CPT experience.
- You will receive an email when your new I-20 with CPT Authorization is ready for you to pick up at International Services.
- Allow at least 10 business days for processing.
- **Do Not** begin working until you have received your new I-20 with the CPT authorization.

Questions? Contact us for an Appointment at 973-655-6862.