



RUTGERS
NEWARK

International Student & Scholar Services

175 University Avenue, Conklin Hall, Room 120

Newark, New Jersey 07102

973-353-1427 (ph) ~ 973-353-5852 (fax)

oiss@andromeda.rutgers.edu

oiss.rutgers.edu

Dear Prospective Employer:

Thank you for providing the job/internship opportunity to Rutgers University – Newark campus international students on F1 student visa.

According to immigration regulation 8 CFR 214.2 (f)(10), an international student on F–1 visa may only engage in temporary employment through authorized Curricular Practical Training (CPT) to gain working experience in his or her field of study. Curricular Practical Training must be an integral part of an established curriculum, and is defined to be 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. Eligible students can be either paid or unpaid through CPT. **The student MUST obtain work authorization on his/her Form I-20 Certificate of Eligibility for Nonimmigrant (F1) Student Status and present a photo copy to the employer BEFORE he/she can legally start working.** A violation of this regulation will result the student’s loss of legal status in the U.S. and subject him/her to deportation.

CPT approval is authorized by a designated school official—in the case of Rutgers University, an officer of the International Student & Scholar Services. Curricular Practical Training authorization is noted, with inclusive dates of authorization, on Page 3 of the student’s I-20. The endorsement will list full time or part time CPT, its start and end dates, the employer’s name and address, and comments explaining how the practical training is a part of the academic program of the student.

In order to issue the CPT authorization, Rutgers University Newark must decide if the job you are offering the student named on the attached form qualifies for CPT in our curriculum. Please kindly complete this form as well as submit a job offer letter on your company letterhead. If you have any questions, please contact the Office of International Student Services by phone at (973)353-1427 or by email at oiss@andromeda.rutgers.edu.

Thank you,

Jiping "Jeannie" Wang
Assistant Dean and Director
Office of International Student & Scholar Services



EMPLOYER'S AGREEMENT FOR PROVIDING CURRICULAR PRACTICAL TRAINING

Please read the letter from Rutgers University Newark Office of International Student & Scholar Services before completing form. When completed, this form should be returned to student who should submit to his/her Academic Department with other parts of the CPT Application.

Company Name: _____

F-1 student's name: _____ Job title: _____

Number of hours per week the student will work (By law, the F1 student can only work less than 20 hours per week when school is in session and may work full time during Summer/Winter sessions): _____

Job/Internship will begin on: _____ and end on: _____

Site of Job/Internship:

Street Address City State Zip

Please provide a brief description of job responsibilities (CPT is not meant to be a convenient employment opportunity. It must have a valid purpose in the student's program of study.)

* * * * *

This is to certify that the job/internship above provides practical training for the student to be hired. In my opinion, the student will gain working experience in his/her major field of study in _____. It is understood that an international student on F1 visa working without valid authorization is considered in severe violation of Federal student visa regulation and will result the student's loss of legal status in the U.S. and subject him/her to deportation. Therefore, the F1 student must obtain work authorization on his/her Form I-20 Certificate of Eligibility for Nonimmigrant (F1) Student Status and present a photocopy of the I-20 to this Company BEFORE he/she can legally start working. The Company will require the student to stop working immediately after the current work authorization expires.

Please attach to this form an official job offer letter to the student on your company's letterhead.

Supervisor's name: _____ Supervisor Title: _____

Signature: _____ Phone or email: _____

Date: _____