



EMPLOYER’S CERTIFICATION FOR CPT AUTHORIZATION

Dear Prospective Employer:

In order to obtain permission to pursue CPT employment, the F-1 non-immigrant student you intend to hire requires from you:

- A job offer on company letterhead containing *all* the information requested below.
- If the job offer letter does not contain *all* the information requested below, please also complete this form *in addition* to the job offer.

If you have questions, please contact the Center for International Services at the information above.

F-1 student's name: _____ Company Name: _____

Job title: _____ Number of hours per week the student will work: _____

Employment will begin on: _____ Employment will end on: _____

Site of employment:

Street *City* *State* *Zip*

Please provide a brief description of job responsibilities (and attach a job offer letter):

Employer’s name: _____ Employer’s phone or email: _____

Signature: _____ Date: _____

Information for Employers Hiring F-1 Students On Practical Training: Employment Authorization Documents

Curricular Practical Training

Curricular practical training approval is authorized by a designated school official at Rutgers University. 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 beginning and ending dates, the employer’s name and address, and comments explaining how the employment is a part of the academic program of the student.

Optional Practical Training

Optional practical training is authorized by the U.S. Citizenship and Immigration Services (USCIS). The student who has been granted practical training is issued an Employment Authorization Document (EAD), a 2 ½" x 3 ½" laminated card, by USCIS. This authorization has a photograph of the student and states the beginning and ending dates of authorized employment.