



Rutgers Global – International Student and Scholar Services

New Brunswick

180 College Avenue
New Brunswick, NJ 08901-8537
globalservices.rutgers.edu
globalservices@global.rutgers.edu

Newark

65 Bergen Street, GA-72
Newark, NJ 07107
rbhs.rutgers.edu/internationalservices
ois@global.rutgers.edu

CERTIFICATION FOR CPT AUTHORIZATION (MSW STUDENTS)

Dear Director of Student Affairs:

The F-1 non-immigrant student who will be completing a field placement this semester requires that you complete this form in order to obtain permission to pursue CPT training. If you have questions, please contact the Rutgers Global - ISSS at the information above.

F-1 student's name: _____ Field Agency Name: _____

Job title: Unpaid Social Work Intern Number of hours per week the student will work (circle one): 15 22.5

Field Placement will begin on: _____ Field Placement will end on: _____

Site of Field Placement: _____

Street City State Zip

Please provide a brief description of job responsibilities (and submit a copy of the field confirmation form):

Academic Official's Name: _____ 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--in the case of Rutgers University, an officer of Rutgers Global – International Student and 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 beginning and ending dates, the preceptor'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.