



Center for International Faculty and Student Services

www.rutgers.edu
ru_cifss@email.rutgers.edu

Rutgers, The State University of New Jersey
180 College Avenue
New Brunswick, NJ 08901-8537

732-932-7015
Fax: 732-932-7992

ACADEMIC OFFICIAL'S CERTIFICATION FOR CURRICULAR PRACTICAL TRAINING
(to be signed only by the academic dean or the graduate program director)

Federal regulations permit F-1 students to apply for limited periods of "Curricular Practical Training" (CPT) prior to completion of a course of study. Each application must be accompanied by an employer's offer, an academic official's certification (see below) and must meet the following criteria: the proposed employment must be an integral part of the student's academic program for which the student will earn academic credit that specifically counts towards his or her degree requirements.

Federal regulations require a "Designated School Official" (international student adviser) in the Center for International Faculty and Student Services to certify *under penalty of perjury* a student's eligibility for employment authorization. The international student adviser's certification is based on the information provided below. We therefore rely upon your careful evaluation of the student's employment letter and all of the curricular information provided below.

Academic official's Name _____ Signature _____

College/Department _____ Date _____

Campus Extension _____ Email _____

Student's Name _____ Student's Major _____

The student is (check one) _____ an undergraduate _____ in a Master's program _____ in a doctoral program.

The student is expected to complete all degree requirements in _____ (month/year) and is expected to complete/has completed required course work in _____ (month/year).

The student's proposed employment qualifies for curricular practical training for the following reason:

- _____ The employment is part of a Cooperative Education program.
- _____ The employment satisfies an internship or practicum which is clearly detailed in the catalogue.
- _____ The employment will yield crucial data which is necessary to complete the student's thesis or dissertation.
- _____ The employment is necessary for the student to complete a project for which he or she will receive academic credit that counts towards the student's degree requirements.

Please complete the following curricular details of the practical training program:

1. Course title and number as it appears in the catalogue: _____
2. Course description (you may instead provide a photocopy of the catalogue page which bears this information): _____
3. Number of credits the student will earn *towards degree requirements* from this course: _____
4. Describe the practical training program the student will undertake: _____
5. Explain why the employment is required to fulfill the degree requirements & how the training will be evaluated: _____

ADDENDUM FOR STUDENTS WITH ASSISTANTSHIPS:

If the student for whom you are certifying this form will be requesting Practical Training to begin *prior* to the end date of his or her current assistantship, please initial below indicating the department does not object to this arrangement. **Initial:** _____

To be Completed by Student:

Requested Dates for CPT Start Date: _____ **End Date:** _____ **# of Hours per week:** _____

(MM/DD/YYYY)

(MM/DD/YYYY)

Signature of Student: _____

RU ID: _____