



NJCU



Employment Information for F and J Visa Students

www.njcu.edu/internationalorientation

October 2024



Working on Campus

- All F and J visa students can work on campus up to 20 hrs/week and full time when school is not in session
- If you are offered a job, please see our office to get a social security number

J visas- “Academic Training”

- Work must be related to your studies
- Work can be paid or unpaid, full time or part time
- Minimum 20 hrs/week
- You can work number of months equal to study
- Not more than 18 months total
- Your home university must agree that the work is related to your studies
- You must have a job offer
- You must apply and be approved before your program ends
- Work must start within 30 days of the end of the semester
- You do not need USCIS approval- NJCU gives approval

The Process/ Timeline:

- Now- start to network. Talk to professors and use NJCU Career Services
- If you get an offer for a job or internship, let us know
- Submit an Academic Training Request form before the end of the semester
- We will add employment authorization to your DS2019
- Employment must end on the date listed on your DS2019
- Your visa will expire during this time, but no problem if you don't leave the US

F visas- Curricular Practical Training (CPT)

- You must be an F1 student for one academic year- Fall +Spring or Spring + Fall. Summer does not count.
- NJCU will only approve part time employment except in very special situations.
- You must be enrolled in a specific class or a program that allows outside experience.
- CPT is for one semester only. Extension is possible.
- Undergraduate students should enroll in a Co-op class as part of their full-time enrollment.
- Graduate students must have department/ professor's approval

F visas- Optional Practical Training (OPT)

- Work must be related to your studies
- Employment is 12 months or 36 months for STEM programs
- You do not need a job offer
- Work can be paid or unpaid, full time or part time
- You can apply up to 90 days before your program ends and up to 60 days after your program ends
- Apply online <https://www.uscis.gov/i-765>
- Work must start within 60 days of your program end date
- You will need USCIS approval and a work authorization card
- Fee is \$470
- You must find employment within 90 days of getting your work authorization card

NJCU Career Services

Help with resume preparation, job leads, other services

<https://www.njcu.edu/directories/offices-centers/center-career-and-professional-development>