



Employment Information for F and J Visa Students

September 2025

This presentation will be posted at
www.njcu.edu/internationalorientation



The subject of this workshop is employment during your studies. If you are graduating or completing your program in December, you need to meet with us ASAP to apply for OPT or Academic Training.

We will have another employment workshop in February for students graduating in May

Working on Campus

- All F and J visa students can work on campus up to 20 hours/week and full-time when school is not in session
- If you are offered a job, please see us for the required documents

The Basics

- In this presentation, we will use these terms to mean the same thing: “Work”= “Internship”= “Employment”
- For all visa students, employment must be related to your studies, like an internship or field experience. You must be able to show how it is related.
- It can be related to a specific class or generally required in the program.
- It can be paid or unpaid.

F visas- Curricular Practical Training (CPT)

- You must be an F1 student for one academic year- Spring + Fall or Fall + Spring. Summer does not count.
- NJCU will only approve part time employment except in very special situations.
- Full time employment is allowed in the Summer
- Undergraduate students may:
 1. Enroll in a Co-op class as part of their full-time enrollment, or
 2. Receive approval of the Department Chair
- Graduate students must have departmental approval

F visas- Curricular Practical Training (CPT)

- CPT can begin any time during the semester but must end when the semester ends.
- You cannot work in the same job doing the same things in the next semester. You may be able to work for the same employer, but you must have different duties.
- You MUST have approval in all cases, even “volunteering”. You cannot start until you have approval.

J visas- Academic Training (AT)

- J visa students can have “Academic Training” equal to the number of months they are studying. 1 semester = 4 months of AT.
- You can work during or after your program
- Any academic training prior to completion of studies will be deducted from the amount of academic training available after completion
- The application process is similar to CPT. You must have a job offer and the job must be approved by NJCU.

The CPT and AT Process/ Timeline:

- Start to network. Talk to professors and use NJCU Career Services. Contact The Career Center <https://www.njcu.edu/directories/offices-centers/center-career-and-professional-development> to schedule an appointment.
- Do not accept any employment offers without talking to us first!
- If you get an offer for a job or internship, let us know
- Submit an Academic Training or CPT Request form before the end of the semester
- We will add employment authorization to your I-20 or DS2019 along with start and end dates

F visas- Optional Practical Training (OPT) Overview

- 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 the end of the semester
- 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