



# Employment Information for F and J Visa Students

[www.njcu.edu/internationalorientation](http://www.njcu.edu/internationalorientation)

Monday, February 23, 2026  
Thursday, February 26, 2026



# NJCU- Kean Merger

The information in this presentation is correct, but it is only valid for the current semester.

Starting Fall 2026, requirements will be the same, but procedures may be different as we merge our International Offices. We will update you regarding any changes.

# Working on Campus

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

## Academic Training: 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
- We will contact your home school to confirm the work is related to your studies
- 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 two semesters only
- Undergraduate students should generally enroll in a Co-op class as part of their full-time enrollment or must have major department's approval.
- 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 NOW if you are graduating in May.**
- Create an account at <https://www.uscis.gov/i-765> .
- Your employment start date must be within 60 days of the end of the semester
- You will need USCIS approval and a work authorization card
- Fee is \$470
- “Premium Processing fee” is \$1780
- You must find employment within 90 days of getting your work authorization card

# NJCU CAREER SERVICES

<https://www.njcu.edu/student-life/campus-services-resources/center-career-and-professional-development>

- Director- Melissa Faulkner [mfaulkner1@njcu.edu](mailto:mfaulkner1@njcu.edu)
- Business Programs- Andrea Tider [atider@njcu.edu](mailto:atider@njcu.edu)
- STEM Programs- Sarah Marsiglia [smcgough@njcu.edu](mailto:smcgough@njcu.edu)