On-Campus Employment

Contact your formation adviser if you are interested in on-campus employment. Note: Jobs which are listed as “Work Study” jobs are only available to U.S. citizens.

Off-Campus Employment for students is limited to Curricular Practical Training (CPT) and Optional Practical Training (OPT).

Contact your formation adviser if you are interested in CPT or OPT. You must then notify the Registrar before working off-campus. F-1 students may apply for Curricular Practical Training (CPT) or Optional Practical Training (OPT) in order to receive necessary authorization.

After receiving authorization for an employment opportunity, the student must complete the a verification form (LINK) and apply for a social security number (http://www.socialsecurity.gov/pubs/EN-05-10181.pdf)

Curricular Practical Training (CPT) Basic Eligibility Requirements:

- Currently in F-1 status
- Have been lawfully enrolled in a full course of study for at least one academic year
- Internship offer
- Job title and brief job description
- Exact dates of employment
- Number of hours of work per week
- Physical place of employment
- Printed on official business letterhead

Application Procedures

Make an appointment with the Registrar and bring the following with you:

1. Your current form I-20 together any previous form I-20 (s) you have
2. Passport
3. I-94 card
4. Training Offer Letter
5. CPT application form
Special Instructions

Theology students who have completed all course requirements and who need to engage in training that will yield data which is necessary to complete thesis or dissertation may apply for CPT. If the training is OPTIONAL, then students meet the eligibility requirements for optional practical training and may select to apply for that instead. Please see optional practical guidelines for additional information).

Optional Practical Training

On April 8, 2008, The Department of Homeland Security published an interim final rule that changes several key aspects of F-1 optional practical training (OPT). The rule is effective April 8, 2008.

OPT is training that is directly related to an F-1 academic student’s major area of study. It is intended to provide students with practical experience in their field of study during or upon completion of a degree program.

An F-1 student could be authorized to receive up to a total of 12 months of practical training either before (pre-) and/or after (post-) completion of studies. However, students who have accumulated 12 months or more of full-time curricular practical training are ineligible to apply for OPT.

An F-1 Student is eligible for 12 months of OPT for each degree program completed at a higher level of education.