OFFICE OF INTERNATIONAL PROGRAMS

POLICY ON INTERNSHIPS FOR F-1 STUDENTS

Unpaid Internships

Both exchange students and matriculated bachelor’s or master’s degree-seeking F-1 students can participate in unpaid internships. The Office of International Programs does not need to be informed if the aforementioned students are participating in unpaid internships.

Paid Internships

F-1 exchange students cannot participate in these internships. Only F-1 students enrolled in bachelor’s or master’s degree programs for at least one year may participate in paid internships. The Office of International Programs must approve the internship before the student registers for it.

A paid internship will be considered Curricular Practical Training (CPT) and must meet the following requirements for it to be approved:

1. The internship must come from a sponsoring employer arranged through a cooperative agreement with Felician College
2. The prospective employer must sign off on the Internship Agreement Form letterhead. Copies of these documents must be submitted to a DSO (Designated School Official – Corry Spring and Stephanie Holleran are both DSOs) in the Office of International Programs.
3. The internship must be available to all students that are in the same curriculum as the student seeking the internship.
4. The internship must be published in the course catalogue/bulletin (the internship must have a course number)
5. The internship must be integral to the student’s established curriculum.

The F-1 student must submit the following documents for approval:

1. Copy of course description
2. Recommendation from the department chair
3. Letter describing employment (location, dates, numbers of hours to be worked, supervisor’s name, duties, salary/remuneration)
4. Copies of all previous Forms I-20
5. Photocopy of Form I-94
a. If you entered the USA after May 2013, you will not have a paper I-94 card. Please visit http://www.cbp.gov/i94 to print out your I-94 admission information.

Rules for CPT (paid internships):

1. The student must have completed no less than one year in his/her bachelor’s/master’s program.
2. If the student is working full-time, his/her work may not exceed 364 days.
3. If the student is working part-time (20 hours per week or less), there is no limit on the number of days that he/she can work.

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