PONTIFICAL COLLEGE
JOSEPHINUM

OFFICE OF THE REGISTRAR

EMPLOYMENT

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 international students is limited to Curricular Practical Training (CPT) and Optional Practical Training (OPT).

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.

Optional Practical Training

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. For graduates of the PCJ MDiv program, the OPT will be spent in their diocese working in a parish.

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.

As you enter your last semester for your Master of Divinity degree, contact your diocese to confirm that you are expected to apply for the OPT program. If your diocese confirms that you are to apply for OPT, contact the registrar at 614-985-2226 or registrar@pcj.edu to set up an appointment. To prepare for this appointment, visit this US Immigration website (I-765) and fill out the I-765 & electronic notification forms. If you need a social security number, fill out this form (SSN). If you have questions about these forms, the registrar will be able to assist you.

The registrar will assist you in submitting the necessary forms and paying the fee ($380.00). The fee can be paid by the Josephinum and billed to the diocese. Please verify with your diocese what method of payment it prefers. The forms will be submitted soon after the date at which you are 90 days from the end of your program (found on your I-20). This date is usually the last day of final exams.

The registrar will complete the process by updating your SEVIS file and requesting approval for OPT. After a few weeks, you will receive the approval or denial of your request by email. Notify the registrar once you receive this notice.

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