Curricular Practical Training (CPT): Work authorization that allows F-1 students to engage in an off-campus academic internship (paid or unpaid) that is a required or an integral part of their academic curriculum, as stated in the University catalog.

**CPT ELIGIBILITY REQUIREMENTS:**

1. **Valid F-1 status for at least one academic year**
   *Please Note:* transfer students who have been in valid F-1 status at another institution will be given credit for the one academic year valid F-1 status requirement. Students in graduate degree programs that have a *mandatory* internship requirement, including: Clinical Psychology, Environmental Science, Nursing, Public Health, Public Policy, Social Welfare, Financial Engineering (MFE), Management (MBA), and LLM-Experiential Component Track that require immediate practicum hours are exempted from the one year valid F-1 status requirement).

2. **Enrollment in an Internship or Individual Studies Course**
   (coinciding with requested CPT employment term)

   - **Undergraduate Students** – Enroll in a 195 or 199 course
     - College of Letters and Sciences – enroll in an internship course through the UCLA Center for Community Learning at A265 Murphy Hall or call 310-825-7867. Enrollment in 195 or 199 course through academic department also acceptable.
     - HSSEAS – enroll in ENGR 195
     - TFT – enroll in FTV 195
     - A&A – enroll in ART 195A, 195B, or 197

   - **Graduate Students**
     - *Students who have NOT Advanced to Candidacy (ATC):* Enrollment required by DCISS. Enroll in a 596 course, internship course, or equivalent individual studies course through academic department.
     - *Students who have ATC:* Enrollment is *not* required. If no enrollment, must submit a letter from academic department verifying that the CPT is a required or integral part of degree program. Students who enroll will not be required to submit department letter.
     - *Enrollment is not required by DCISS for students in the following graduate degree programs*: Clinical Psychology, Environmental Science, Financial Engineering, Management (MBA), Nursing, Public Health, Public Policy, and Social Welfare. Please Note: Enrollment may however, be required by academic department. If no enrollment, a support letter from academic department may be required by DCISS.

*Please Note:* You must be enrolled full-time during Fall, Winter, and Spring Quarters (including the CPT course units). Full-time enrollment is not required for Summer.
CPT TYPES

1. **Part-Time**
   - Available during the academic year (Fall, Winter, or Spring quarters)
   - Up to 20 hours per week
   
   *Please Note: Part-time CPT does not affect your eligibility for post-completion OPT*

2. **Full-Time**
   - Only available during Summer or to graduate students who have ATC
   - More than 20 hours per week
   
   *Please Note: If you engage in 12 months or more of full-time CPT, you will not be eligible for post-completion OPT.*

CPT RESTRICTIONS

- Must have an employment offer directly related to field of study to apply.
- If you engage in CPT during the academic year, you must maintain full-time enrollment.
- CPT is not available to graduate student who are on Filing Fee Status.
- CPT authorization will only be granted one quarter at a time. You must apply for CPT authorization each quarter you wish to engage in CPT.
- Failure to complete your CPT internship or individual studies course will result in termination of your F-1 status.

**PLEASE NOTE:** You may NOT start working until after you have received CPT approval from DCISS. Our processing timeline for CPT applications is 5 business days. We strongly recommend that you apply as early as possible. An incomplete application will delay your CPT approval.

CPT APPLICATION CHECKLIST

☑ Completed CPT Request Form
☑ Enrollment in an Internship or Individual Studies Course *(if required)*
☑ Employment Verification or Offer Letter