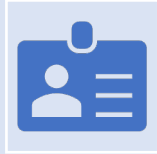


Curricular Practical Training (CPT) Online Workshop

Note: This workshop is for degree-seeking UCLA students and UCLA staff only and is specific to UCLA policies and procedures.



What is Curricular Practical Training (CPT)?



Work Authorization for F-1 Students



Off-campus internship, training, or employment (paid or unpaid) with a U.S. employer in the U.S.



Must be directly related to major field of study and integral part of the academic curriculum at UCLA

Who is Eligible?

Students must:

- Have completed one academic year in valid F-1 status in the U.S. with in-person course enrollment
 - Exceptions:
 - *Students with a transferred SEVIS record can count previous valid F-1 status*
 - *Graduate students in specific programs exempt*
- Find employment that is directly related to declared major
- Be enrolled in an internship or individual studies course of at least 1 unit during the quarter they are engaging in CPT
 - *Graduate students in some circumstances may waive internship course requirement*

Internship Course Enrollment

Undergraduate Level

- 95 courses
- 195 courses (most common)
- COMM 185
- 199 (research-based employment)

Graduate Level

- 596 (most common)
- 297 (summer ECE)

- CPT request can only be processed after course enrollment has been confirmed in MyUCLA
- Students must complete the course and keep it on their transcript to maintain valid F-1 status and CPT eligibility
- Students who drop, retro-drop, or do not complete the internship course after CPT authorization is given will have their CPT authorization revoked and F-1 status terminated
- Please contact your academic counselor or SAO regarding appropriate internship course enrollment

CPT Restrictions

- CPT work authorization can only be approved one quarter at a time
- A new CPT request is required for each quarter in which the student will work off-campus
- Separate CPT requests are required for each employment / employer
- Students who engage in 12 months or more of full-time CPT during their degree program will not be eligible for OPT
- Students must wait until Dashew Center has authorized CPT before beginning work and the CPT start date has been reached as indicated on page two of the CPT I-20
- CPT processing timeline is up to 10 business days (*not including weekends and Holidays*)

CPT Restrictions for Undergrad Students

- **Part-time** (up to 20hrs/wk) during **academic quarters**
- Students must maintain full-time enrollment including in-person and internship course requirements
- **Full-time** (more than 20hrs/wk) only possible during **Summer quarter**
- Must enroll in internship/independent studies course during either Summer Session A or C

CPT Restrictions for Graduate Students

- 1 year F-1 status requirement can be waived if:
 - The student's degree program has a mandatory internship requirement that every student must complete to earn their degree
- Internship course enrollment requirement may be waived if:
 - Student who have Advanced to Candidacy (ATC) and department provides letter confirming internship is required for dissertation/ thesis/capstone
 - Department provides letter confirming program includes an internship requirement
 - Full-time MBA students do not need a department letter

Programs with mandatory internship include:

- MSBA, Clinical Psych, Environmental Sci, MFE, LLM Experiential Component Track, Full-time MBA, MFA (Producer's Program, Animation), Nursing, MPH, MPP, MURP, MSW. Please consult with your academic department to confirm

Full-Time CPT for Graduate Students

- Graduate students who have Advanced to Candidacy (ATC) or whose degree program has a mandatory internship requirement can be approved for Full-time CPT (more than 20hrs/wk) during any quarter.
- Students cannot engage in CPT if they are on Filing Fee status
- Students cannot continue CPT employment beyond the program end date indicated on their I-20

Final Quarter Restrictions

- If CPT authorization is during students' final quarter, students requesting Summer CPT or who have been authorized for final quarter Reduced Course Load must enroll in both the internship course (if applicable) and at least one additional course that is required for graduation.
- If under enrolled during the final quarter, students must be approved for a final quarter Reduced Course Load (RCL).
- If on final quarter RCL, at least one enrolled course must be in-person.
- If full-time enrolled without a final quarter RCL, regular academic quarter rules apply: Students can only count one online course towards their full-time enrollment.
- If enrolled in just one course in the final quarter, it must be in-person.

HOW TO APPLY

CPT Request Form and Explanation + Offer Letter

CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

Last Name: _____ Given Name: _____
(as appears on passport) (as appears on passport)

UCLA ID#: _____ SEVIS ID#: N _____

Major: _____ Country of
Citizenship: _____

Degree Objective: ☐ Bachelor's ☐ Master's ☐ Doctorate Email: _____

Degree Start Term: _____ Anticipated Degree End Term: _____

CPT APPLICATION CHECKLIST (submit via email to dcissf1unit@saonet.ucla.edu) *Processing timeline 10 business days*

☐ I have an internship/employment offer letter on company letterhead that includes start date, end date, number of hours per week, and signature from the employer.

☐ I have an internship/employment offer letter that includes a description of job duties demonstrating direct connection to my major and degree level.

☐ I am enrolled and will remain enrolled in an internship course during the term the CPT work authorization will occur. My CPT internship course is _____. *If applicable, I have provided a support letter from my graduate academic department to waive the CPT course enrollment requirement (please see the [CPT Guidelines for Graduate Students](#) for eligibility).*

☐ I have completed the CPT Request Form, Explanation, and signed the Certification (pages 1 and 2 of this form)

CPT EMPLOYMENT INFORMATION (If summer CPT, summer fees must be paid)

CPT Term: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Start Date: _____ End Date: _____

Hours per Week: ☐ Part-Time CPT (20 hours or less per week) ☐ Full-Time CPT (more than 20 hours per week)

Company Name: _____

Company Address: Street Address _____
City _____ State _____ Zip Code _____

FOR OFFICE USE ONLY	INIT: _____	DATE: _____
	<input type="checkbox"/> Restriction Holds	<input type="checkbox"/> Current Enrollment <input type="checkbox"/> Past Enrollment <input type="checkbox"/> Current I-20

CPT EXPLANATION AND CERTIFICATION

Student's Name: _____ UCLA ID#: _____

F-1 visa regulations require that a practical training opportunity be directly related to the student's major area of study. Explain in 3-5 sentences how your employment/internship, as described in your employment/internship offer letter, is directly related to your major field of study:

CERTIFICATION:

I have read and understand the eligibility requirements and work restrictions of CPT. I certify that my practical training opportunity is directly related to my major field of study and have provided an accurate description of how my employment/internship is directly related to my major field of study. I will notify an F-1 Counselor at the Dashew Center immediately regarding any changes or deviations from the offer letter or explanation provided above regarding my CPT opportunity. **I understand that if I drop or do not complete the individual studies/internship course required for CPT authorization during this term, my CPT authorization will be revoked, and I will be in violation of my F-1 status.**

Signature: _____ Date: _____

SOCIAL SECURITY NUMBER

A Social Security Number (SSN) is required to receive wages, file taxes, and receive some types of government services in the United States.

If your CPT has been approved by the Dashew Center and you do not have a SSN, please [request a Social Security Support Letter](#) before applying for a SSN from your local Social Security Administration (SSA) office. Students who already have an SSN do not need to apply for a new SSN.

The earliest you can apply for a Social Security Number is 30 days before your CPT internship/employment start date. For more information about applying for an SSN, please review the '[Social Security Letter](#)' tab on the [Dashew Center website](#).

What needs to be on my offer letter?

GREAT QUESTION!

1. Company Letterhead
2. Dates of Employment
3. Hours per week
4. List of job duties demonstrating direct relation to declared major
5. Signed by Employer



#1

January 1st, 2022,

Dear Joe Bruin,

I am pleased to offer you the position of Finance Assistant at Wayne Enterprises, which I believe will enhance your studies towards a Bachelors in Finance at UCLA. The start date of this position will be February 1, 2022, and the end date will be March 23, 2022, and you will be expected to work 18 hours per week. Your duties within this position are as follows:

#2

#3

- Work with Finance Analysts on forecasting and planning the investments of Wayne Enterprises
- Assist in documenting and reporting out on the company's business financials
- Perform analyses of the company's financial plans based on Growth Investing financial strategies
- Occasionally fight financial crime

#4

Please confirm your acceptance of this offer by signing and returning a copy of this offer letter.

Sincerely,

A handwritten signature in black ink, appearing to be 'Alfred Pennyworth', enclosed in a red oval.

Alfred Pennyworth

HR Generalist, Founder, CFO, CTO, CFO
Wayne Enterprises

#5

Example CPT Authorization on I-20

- Students are encouraged to keep copies of ALL CPT I-20s for future reference

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038		
SEVIS ID: N123456789 (F-1)		NAME: JOE BRIUN		
EMPLOYMENT AUTHORIZATIONS				
TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
CPT	FULL TIME	APPROVED	20 JUNE 2022	16 SEPTEMBER 2022
EMPLOYER INFORMATION				
TYPE	AUTHORIZATION DATES			
CPT	20 JUNE 2022 - 16 SEPTEMBER 2022			
EMPLOYER NAME	START DATE	END DATE	CITY & STATE	
Google LLC	20 JUNE 2022	16 SEPTEMBER 2022	Los Angeles, CA	
AUTHORIZED REDUCED COURSE LOAD				
CURRENT SESSION DATES				
CURRENT SESSION START DATE		CURRENT SESSION END DATE		
23 MARCH 2022		10 JUNE 2022		
TRAVEL ENDORSEMENT				
This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.				
Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

- Each CPT authorization is given for a specific employer and specific dates for each quarter or semester

After Authorization: Changes to CPT

- Any changes to your CPT request must be reported to Dashew Center immediately.
 - Including but not limited to dates, employer, title, or hours.
- You will receive an updated I-20 reflecting any changes.
- Students on CPT who apply for Reduced Course Load Medical or Academic Difficulty will lose authorization for CPT while on RCL and must end employment.

SSN Application and Support Letter Request Form

- Students engaging in CPT may need to apply for a Social Security Number (if they do not already have one)
- Steps to apply for an SSN:
 - Obtain CPT authorization from the Dashew Center
 - Request an [SSN Support Letter](#) from the Dashew Center
 - Submit SSN application to Social Security Administration (SSA)
- Students cannot request an SSN support letter from the Dashew Center more than 45 days before the work start date.
- Students cannot submit an SSN application to the SSA more than 30 days prior to work start date.

More CPT Information and Resources:

- Attend a [CPT Webinar](#)
- Review these documents:
 - [CPT Guidelines \(Undergraduate\)](#)
 - [CPT Guidelines \(Graduate\)](#)
 - [CPT I-20 Request Form](#)
- Review the [SSN Guidelines](#) (if applicable)
- [Schedule an appointment](#) with an F-1 counselor
- Email us at dcissf1unit@saonet.ucla.edu

