CURRICULAR PRACTICAL TRAINING (CPT) GUIDELINES

UNDERGRADUATE STUDENTS

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

Eligibility Requirements

- Must have completed one academic year in valid F-1 status. Transfer students who have maintained valid F-1 status at another institution will be given credit for the one academic year of valid F-1 status if they transferred their SEVIS record to UCLA.
- Must have obtained an internship/employment offer that is directly related to their major or minor. For guidance on how to find an internship, get help with writing a resume, or to gain practice with job interviews, please contact the UCLA Career Center at 501 Westwood Plaza, Strathmore Building, North Entrance 2nd and 3rd Floors or call 310-206-1915.
- Must be enrolled in an internship or individual studies course (typically a 195 or 199 course) during the academic term the internship/job will take place.
  - 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.
  - 195 or 199 course enrollment through an academic department is also acceptable. For example:
    - HSSEAS – enroll in ENGR 195
    - TFT – enroll in FTV 195
    - A&A – enroll in ART 195A, 195B, or 197
    - Communications – enroll in COMM 185

CPT Work Restrictions

- Employment must be directly related to a student’s declared major or minor.
- Undergraduate students engaging in CPT during the academic year must maintain full-time enrollment (i.e., 12 units). During Summer, undergraduate students engaging in CPT must register for at least one unit of an internship or individual studies course during either Summer Session A or C.
- During the academic year (Fall, Winter, and Spring), undergraduate students are not eligible for full-time CPT (more than 20 hours per week).
- During Summer, there are no limits to the number of hours undergraduate students can work via CPT. If Summer is a student’s final quarter, they must be registered in at least one degree required course.
- CPT work authorization can only be approved one quarter at a time. Students must apply for CPT work authorization each quarter they wish to engage in off-campus employment.
- Students cannot begin working off-campus (including orientations or training) until after they have received CPT approval from DCISS. It takes DCISS 5 business days to approve a CPT request.
- Students who drop or do not complete their internship or individual studies course will have their CPT work authorization revoked and F-1 status terminated.
- Students who engage in 12 months or more of full-time CPT during their degree program will not be eligible to apply for Post-Completion Optional Practical Training (OPT).