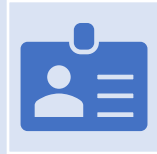


# Curricular Practical Training (CPT) Online Workshop

**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 submitted and processed after course enrollment has been completed in MyUCLA. Must be updated with the UCLA Registrar's Office.
  - Summer CPT – tuition must be paid and reflected in UCLA Online Student System prior to submission
- Students must complete the course and keep it on their transcript to maintain 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 opportunity
- 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*)

# 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.

# 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.
  - Note: The 12 month full time CPT rule still applies- carefully monitor how many months you accrue.
- 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

# HOW TO APPLY

[MyBruin International Home Page](#)



F-1 Student Services



CPT Request

UCLA  
MyBruin International

Home  
F-1 Newly Admitted I-20 Request  
**F-1 Student Services**

## MyBruin International Services Home Page

Online Services for International Students, Scholars, and Staff: Update your institutional information, re-authorization, certificate of enrollments, sign-up for sessions, and more.

**Notifications**  
There are no current notifications.

**Requests**  
You have no requests at this time

Secure Online Session

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UCLA  
MyBruin International

Home  
F-1 Newly Admitted I-20 Request  
F-1 Student Services

## F-1 Student Services

Navigate this menu to see the available eforms related to maintaining your F-1 status and requesting F-1 benefits. For information visit our website: <https://internationalcenter.ucla.edu/f-1-students/currently-enrolled>

**Tasks**

Cap-Gap I-20 Request	Certification of Student Letter Request	Change of Education Level (COEL)
Concurrent Enrollment Letter Request	<b>CPT Request</b>	F-1 I-20 Extension Request
F-1 Student Address and Contact Information Update	F-2 I-20 Request	I-20 Update Request
Individual Taxpayer Identification Number (ITIN) Support Letter Request	Initial 12-Month OPT I-20 Request	Reduced Course Load (RCL) Request
Return from Leave of Absence or Readmission	SEVIS Transfer-Out Request	Social Security Number (SSN) Support Letter Request
Travel Authorization Request	Upload EAD Card	

# HOW TO APPLY

## CPT Request

(\*) Information Required

### Anticipated Degree Completion Term and Year

Term\*

Year\*

### CPT Employment Information

CPT Term\*

### Company Information

Company Name\*

Company Address Street 1\*

Company Address Street 2

City\*

State\*

Zip\*

### CPT Employment Information

CPT Term\*

Select degree level\*

PLEASE NOTE: The CPT start date has to be a future date, and the CPT end date cannot go beyond the last day of the quarter / semester.

Start Date\*

End Date\*

Internship course name\*

I understand I can only be part-time CPT (20 hours or less per week) \*

### CPT Explanation and Certification

F-1 visa regulations require that Curricular Practical Training (CPT) 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.\*

### Employment Offer Letter Requirements

- 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. \*

Upload employment offer letter \*

Select File

CPT E-Form Request, Explanation + Offer Letter Upload

# 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



January 1<sup>st</sup>, 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,

Alfred Pennyworth

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

#5

# Multiple CPT Requests: Same term or separate terms

- If a student is requiring two CPTs for the same term, the student must complete these steps:
    - Review the CPT requirements and submit the first request
    - Get approved for the first request
    - Submit the second request
    - Get approved for the second request and receive the CPT I-20 with both CPTs/employments on page 2 of the I-20
  - If a student is requiring two CPTs for separate terms, the student must complete these steps:
    - Review the CPT requirements and submit the first request for the current term
    - Get approved for the first request
    - Submit the second request for the next term
    - Get approved for the second request and receive the CPT I-20 with both CPTs/employments on page 2 of the I-20
- **NOTE: CPTs must fall within the [term dates](#). If a CPT will go beyond the term dates, a second CPT is required and the CPT must meet all of the CPT requirements.**



# Example CPT Authorization on I-20

- Once your request is approved, you can log in to your MyBruin International portal to download your CPT I-20
- Students are encouraged to keep copies of ALL CPT I-20s for future reference
- Each CPT authorization is given for a specific employer and specific dates for each quarter or semester

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		
<b>EMPLOYMENT AUTHORIZATIONS</b>				
<b>TYPE</b>	<b>FULL/PART-TIME</b>	<b>STATUS</b>	<b>START DATE</b>	<b>END DATE</b>
CPT	FULL TIME	APPROVED	20 JUNE 2022	16 SEPTEMBER 2022
<b>EMPLOYER INFORMATION</b>				
<b>TYPE</b>	<b>AUTHORIZATION DATES</b>			
CPT	20 JUNE 2022 - 16 SEPTEMBER 2022			
<b>EMPLOYER NAME</b>	<b>START DATE</b>	<b>END DATE</b>	<b>CITY &amp; STATE</b>	
Google LLC	20 JUNE 2022	16 SEPTEMBER 2022	Los Angeles, CA	
<b>AUTHORIZED REDUCED COURSE LOAD</b>				
<b>CURRENT SESSION DATES</b>				
<b>CURRENT SESSION START DATE</b>		<b>CURRENT SESSION END DATE</b>		
23 MARCH 2022		10 JUNE 2022		
<b>TRAVEL ENDORSEMENT</b>				
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.				
<b>Designated School Official</b>	<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE ISSUED</b>	<b>PLACE ISSUED</b>
		X		
		X		
		X		
		X		

## After Authorization: Changes to CPT

- Any changes to your CPT request must be reported to Dashew Center immediately via email to: [dcissf1unit@saonet.ucla.edu](mailto:dcissf1unit@saonet.ucla.edu)
  - 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.

## After Authorization: Extension

- If an extension of a current CPT is required, you must submit a new CPT request to [MyBruin International](#). For example: a Fall CPT ends on 12/01/2024 but the employer would like to extend the CPT to 12/08/2024. A student must complete the following:
  - Submit a new CPT request with the updated dates and correct information. The employment information provided such as the employer's name must match the letter and current CPT.
  - Submit a new job offer/verification letter that includes the new dates.
  - Must still be enrolled in the internship course for the term or submit an updated departmental letter that includes the new dates and information.

# 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](#) in MyBruin International Portal
  - 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 \(Graduate\)](#)
  - [MyBruin International Portal](#)
- Review the [SSN Guidelines](#) (if applicable)
- [Schedule an appointment](#) with an F-1 counselor
- Email us at [dcissf1unit@saonet.ucla.edu](mailto:dcissf1unit@saonet.ucla.edu)

