



**Dashew Center**  
for International Students & Scholars

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# Curricular Practical Training (CPT) Online Workshop

# Disclaimer



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

# Overview



- What is Curricular Practical Training (CPT)
- CPT Restrictions
- CPT Request Procedure
- After CPT Authorization



# What is Curricular Practical Training (CPT)?

# CPT Definition

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**Curricular Practical Training (CPT)** is a type of work authorization that allows F-1 students to engage in paid and unpaid off-campus academic internships and practicums during their degree program. The employer must be located within the U.S. (including U.S. territories). The purpose of CPT is academic, not just for employment purposes, and the internship/practicum must be a required or integral part of a student's degree program.



**CPT authorization is required when F-1 students engage in off-campus employment within the United States.**

# CPT Eligibility

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- Have completed one full academic year in valid F-1 status in the U.S. with in-person course enrollment
  - **EXCEPTION:**
    - Students with a transferred F-1 SEVIS record can count previous valid F-1 status
    - Graduate students with a mandatory internship requirement
  - Have an employment offer that is **directly related** to your declared UCLA major and degree level
  - Must have full-time enrollment, including an internship/individual studies course of at least 1 unit during the term they are engaging in CPT
    - **EXCEPTION:**
      - Graduate students may be able to waive the internship course requirement

# CPT Guidelines

- The processing timeline for CPT requests is **10 business days (not including weekends and holidays)**
- CPT requests are approved one quarter or semester at a time
- A new CPT authorization is required for each term in which the student will engage in off-campus employment
- Separate CPT authorizations are required for each off-campus employment opportunity
- Before engaging in CPT employment, students must receive the updated I-20 with CPT authorization from the Dashew Center and their authorized CPT start date has been reached
- Students cannot engage in CPT beyond the CPT authorization dates on page two of their I-20.
- Students who engage in 12 months or more of full-time CPT during their degree program **WILL NOT** be eligible for OPT



# CPT Restrictions

# Undergraduate Restrictions

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- Part-Time CPT authorization (**Up to 20 hours per week**)
  - During Fall, Winter, and Spring quarters
  - Must maintain full-time enrollment with in-person courses
  - Must maintain internship course enrollment
- Full-Time CPT authorization (**More than 20 hours per week**)
  - **ONLY** during the summer terms
  - Must enroll in an internship/independent studies course during either Summer Session A or C

# Undergraduate Restrictions for CPT in Academic Terms (Fall, Winter, Spring)



- During an academic quarter, if the CPT is not fully remote and is not within 50 miles of the UCLA campus, students are required to provide an [In-Person Participation Confirmation Letter](#) from their department.
- The letter must be signed by Student Affair Officers, Academic Advisors, Faculty Advisors, or Department Chairs.

# Graduate Restrictions

Same as undergraduate restrictions unless you meet one of the following criteria:

1. *Students in programs with Mandatory Internships*
  - Can waive out of the CPT internship course with a [Required Internship Department Support Letter](#).
  - Can be authorized for full-time CPT during the academic year (Fall, Winter, Spring)
    - **MUST** provide a [Full-Time CPT Academic Progress Support Letter](#)
2. *Students who have Advanced to Candidacy (ATC)*
  - Can waive out of the CPT internship course with an [ATC Department Support Letter](#).
  - Can be authorized for full-time CPT during the academic year (Fall, Winter, Spring)
    - **MUST** provide a [Full-Time CPT Academic Progress Support Letter](#)



**The 12-month full-time CPT rule still applies — carefully monitor how many months you accrue.**

# Programs with a Mandatory Internship Requirement

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- Include, but not limited to:
  - **MASTER'S**: Business Administration (Full-Time MBA), Business Analytics (MSBA), Financial Engineering (MFE), Law (LL.M. Experiential Component Track), Public Health (MPH), Public Policy (MPP), Social Welfare (MSW), Urban and Regional Planning (MURP)
  - **DOCTORATE**: Clinical Psychology, Environmental Science and Engineering (D.Env.), Nursing (D.N.P.)
  - List subject to change. Please consult with your academic department to confirm if your program requires a mandatory internship.

# Graduate Restrictions for CPT in Academic Terms (Fall, Winter, Spring)

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- During an academic quarter or semester, if the CPT is not fully remote and is not within 50 miles of the UCLA campus, students are required to provide an In-Person Participation Confirmation Letter from their department.
- The letter must be signed by Student Affair Officers, Academic Advisors, Faculty Advisors, or Department Chairs.

# Graduate Restrictions for CPT in Academic Terms (Fall, Winter, Spring)

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- To request full-time CPT for an academic term, students must provide the [Full-Time CPT Academic Progress Support Letter](#) from their department attesting to their ability to maintain normal academic progress towards their degree while engaging in full-time CPT.
  - Note: Full-time CPT is more than 20 hours per week



F-1 students are required to maintain full-time enrollment with in-person courses and make normal academic progress towards completion of their degree program.

# Final Quarter Restrictions

- Cannot continue CPT employment beyond the program end date indicated on their I-20
- **MUST** enroll in both the internship course and at least one additional course that is required for graduation. This applies to **ALL** academic terms, **including** the summer terms.
  - **EXCEPTION:** Graduate students with a mandatory internship requirement or who have Advanced to Candidacy (ATC) can be enrolled in only the internship course if the course is in-person
- If under enrolled during the final quarter, students must first be approved for a final quarter Reduced Course Load (RCL) by the Dashew Center.
- If enrolled without a final quarter RCL, then regular academic quarter rules apply: Students can only count one online course towards their full-time enrollment.

# Reduced Course Load (RCL) Restrictions



- If on CPT when requesting a Reduced Course Load (RCL) for Medical or Academic Difficulty, students must end their CPT employment immediately.
- If on Final Quarter RCL during CPT, students' enrollment MUST include at least one in-person course.



# CPT Request Procedures

# CPT Authorization Dates

Quarter	CPT Authorization Dates
Winter 2026	01/02/2026 - 03/24/2026
Spring 2026	03/25/2026 - 06/12/2026
Summer 2026	06/13/2026 - 09/20/2026
Fall 2026	09/21/2026 – 01/03/2027
Winter 2027	01/04/2027 – 03/23/2027



CPT start dates must be a future date. We cannot backdate CPT start dates.

# CPT Offer Letter

1. Company letterhead
2. Dates of employment
3. Hours per week
4. List of job duties demonstrating a direct relation to declared major
5. Employer signature



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:

- 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

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

# Internship Course Enrollment

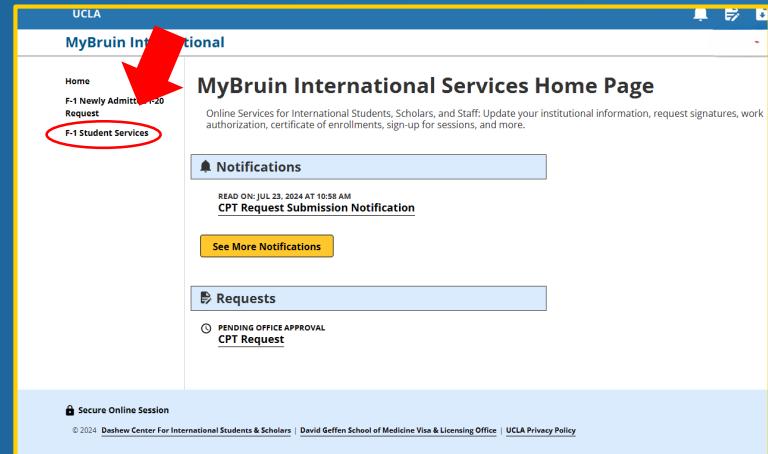
- Undergraduate Internship Courses : 95, 184, 185, 187AX, 187BX, 187CX, 195, 199
- Graduate Internship Courses: 297, 496, 498, 596

*Note: This is not a complete list of internship courses. Please consult with your academic department for more information.*

- CPT request can **ONLY** be submitted after internship course enrollment has been confirmed in MyUCLA.
  - For CPTs that take place in the summer, all Summer Sessions fees **MUST** be paid and reflected in UCLA Student Records System **BEFORE** submitting CPT request
- Students must complete the internship course and keep it on their transcript to maintain CPT eligibility
  - Students who intentionally or unintentionally drop, retro-drop, retro-withdraw, or do not complete the internship course after CPT authorization is given will have their CPT authorization **REVOKE**D, and their F-1 status (I-20) **TERMINATE**D.

# CPT Request Form

1. Login to [MyBruin International](#)
2. Click “F-1 Student Services”
3. Click “Curricular Practical Training (CPT) Request”



MyBruin International Services Home Page

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

Notifications

READ ON: JUL 23, 2024 AT 10:58 AM  
CPT Request Submission Notification

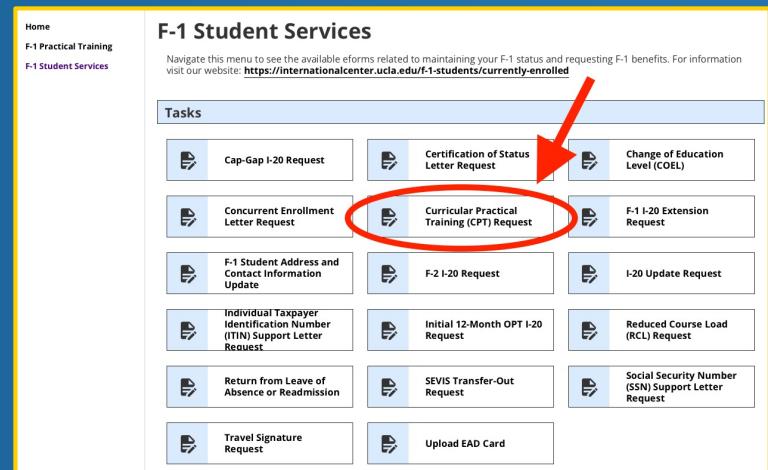
See More Notifications

Requests

PENDING OFFICE APPROVAL  
CPT Request

Secure Online Session

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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 Status Letter Request | Change of Education Level (COEL)

Concurrent Enrollment Letter Request | Curricular Practical Training (CPT) Request | 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 Signature Request | Upload EAD Card

# CPT Request Form Cont'd.

1. Select Degree Completion Term and Year
2. Complete CPT Employment Information
3. Complete Company Information
4. Complete CPT Explanation section
5. Upload Offer Letter

# 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: Fall

Select degree level\*: Bachelors

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\*: MM/DD/YYYY

End Date\*: MM/DD/YYYY

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 Authorization on I-20

- Log in to [MyBruin International](#) to download your CPT I-20
- Review “Employment Authorizations” and “Employer Information” on page 2 for accuracy.
- Students must 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			
<b>SEVIS ID: N123456789 (F-1)</b>		<b>NAME: JOE BRIUN</b>			
<b>EMPLOYMENT AUTHORIZATIONS</b>					
TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE	
CPT	FULL TIME	APPROVED	20 JUNE 2022	16 SEPTEMBER 2022	
<b>EMPLOYER INFORMATION</b>					
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		
<b>CHANGE OF STATUS/CAP-GAP EXTENSION</b>					
<b>AUTHORIZED REDUCED COURSE LOAD</b>					
<b>CURRENT SESSION DATES</b>					
CURRENT SESSION START DATE	CURRENT SESSION END DATE				
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.					
Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED	
		X			
		X			
		X			
		X			

# Multiple CPT Requests



- Students can only submit one CPT request at a time in MyBruin International.
- Same Academic Term
  - Submit one CPT request at a time. Student can submit additional CPT requests in MyBruin International after the first CPT request is approved.
- Consecutive Academic Terms
  - Submit the first CPT request for the current term, then submit CPT request for the **following term** in MyBruin International after the first CPT request is approved.
  - Must meet **ALL** CPT requirements **BEFORE** submitting CPT request for following term.



# After CPT Authorization

# Changes to CPT Authorization



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

This includes changes to employment dates, the employer's name, employer's address, number of hours per week, and so on.

# Social Security Number (SSN)



Students who have been authorized for CPT and do not have a Social Security Number (SSN), please see the *Social Security Number* section on this [page](#) for more information and instructions.

# Dashew Center CPT Resources

- [Biweekly CPT Webinar](#)
- [SSN Application Guidelines](#)
- [Schedule an appointment](#)
- Contact us at [dcissf1unit@saonet.ucla.edu](mailto:dcissf1unit@saonet.ucla.edu)

