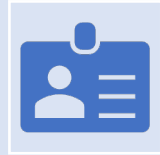


Curricular Practical Training (CPT) Online Workshop

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.

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 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,

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

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

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	_____	_____

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.