

## **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 directly related to their major field of study and is a required or integral part of their academic curriculum, as stated in the University catalog.

### **Eligibility Requirements**

- Student 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.
- Student must have obtained an internship/ employment offer that is directly related to their declared major.
  - For guidance on how to find an internship, prepare your resume, or practice for job interviews, contact the [UCLA Career Center](#).
- Student must be enrolled in an internship or individual studies course (typically a 195 or 199 course) during the academic term the internship/employment will take place.
  - Students of the College of Letters and Sciences – enroll in an internship course through the [UCLA Center for Community Engagement](#).
  - 195 or 199 course enrollment through an academic department is also acceptable. For example:
    - A&A – enroll in ART 195A, 195B, or 197
    - Communications – enroll in COMM 185
    - HSSEAS – enroll in ENGR 195
    - Public Affairs – enroll in PUB AFF 187 A/B/C
    - TFT – enroll in FTV 195

### **CPT Work Restrictions**

- Employment must be directly related to a student's declared major.
- Students seeking CPT authorization during the academic year must maintain full-time enrollment (e.g. enrollment in at least 12 units), including enrollment in internship or individual studies course, and are only eligible for part-time CPT authorization (up to 20 hours per week). Full-time CPT authorization (more than 20 hours per week) is not available during academic terms (e.g. Fall, Winter, Spring).
- Students seeking CPT authorization during the Summer must enroll in at least one unit of an internship or individual studies course during either Summer Session A or C, and are eligible for part-time (up to 20 hours per week) or full-time (more than 20 hours per week) CPT authorization.
  - If summer is a student's final quarter and they are seeking CPT authorization, they must be enrolled in at least one degree required course, in addition to their internship or individual studies course.
- CPT work authorization can only be approved one quarter at a time. Students must apply for CPT 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).