



CURRICULAR PRACTICAL TRAINING (CPT) REQUEST FORM

Last Name: _____ **Given Name:** _____
(as appears on passport)

UCLA ID#: _____ **SEVIS ID#:** N _____

Major: _____ **Country of Citizenship:** _____

Degree Objective: Bachelors Master's Doctorate **Email:** _____

Degree Start Term: _____ **Anticipated Degree End Term:** _____

Are you currently employed on-campus: Yes No **If yes, how many hours per week:** _____

CPT APPLICATION CHECKLIST (submit via email to dcissf1unit@saonet.ucla.edu)

- Obtain an internship/employment offer letter on company letterhead. Must include: start date, end date, number of hours per week, and description of job duties demonstrating direct connection to student's major and degree level
- Enroll in an internship course during the term the CPT work authorization will occur, or submit a support letter from your department to waive the CPT course enrollment requirement (please refer to CPT Guidelines for eligibility)
- Completed CPT Request Form (all items must be filled in)
- Completed CPT Explanation and Certification
- Completed [F-1 Document Shipping Request Form](#) (only required if you would like a paper-format CPT I-20 shipped to your address; required if you will be applying for a Social Security Number)

CPT EMPLOYMENT INFORMATION

CPT Term: Fall Winter Spring Summer

Start Date: _____ **End Date:** _____

Hours per Week: Part-Time CPT (20 hours or less per week) Full-Time CPT (more than 20 hours per week)

Company Name: _____

Company Address: _____
(Street Address)

(City) (State) (Zip Code)

FOR OFFICE USE ONLY	INIT: _____ DATE: _____
	<input type="checkbox"/> Restriction Holds <input type="checkbox"/> Current Enrollment <input type="checkbox"/> Past Enrollment <input type="checkbox"/> Current I-20



CPT EXPLANATION AND CERTIFICATION

Student's Name: _____ **UCLA ID#:** _____

F-1 visa regulations require that a practical training opportunity 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:

CERTIFICATION:

I have read and understand the eligibility requirements and work restrictions of CPT. I certify that my practical training opportunity is directly related to my major field of study and have provided an accurate description of how my employment/internship is directly related to my major field of study. I will notify an F-1 Counselor at the Dashew Center immediately regarding any changes or deviations from the offer letter or explanation provided above regarding my CPT opportunity. I understand that if I drop or do not complete the individual studies course required for CPT authorization during this term, my CPT authorization will be revoked and I will be in violation of my F-1 visa status.

Signature: _____ Date: _____

SOCIAL SECURITY NUMBER

A Social Security Number (SSN) is required to receive wages, file taxes, and receive some types of government services in the U.S.

If your CPT internship/employment is paid and you do not yet have a SSN, please [request a Social Security Letter](#) from the Dashew Center after your CPT request has been processed to apply for a SSN from your local Social Security Administration Office. Students who already have a SSN do not need to apply for a new SSN.

The earliest you can apply for a SSN is 30 days before your paid internship/employment start date. For more information about applying for a SSN, please review the ['Social Security Letter' tab on the Dashew Center website](#).

Students applying for a SSN must request a paper-format CPT I-20 from the Dashew Center. The Social Security Administration does not accept electronically issued I-20s.