

## Paid Internship - Curricular Practical Training (CPT) Guidelines

Curricular Practical Training (CPT) is an off-campus work permit authorized by the F-1 Advisor allowing an F-1 student to participate in a paid internship. Student must be enrolled in a certificate program that includes an internship course at UCLA Extension. To engage in a full time or part time PAID internship, the student must be a continuing student and has not completed the current certificate program. CPT authorization will only be given one quarter at a time, with two quarters maximum.\*\*\* Full time CPT refers to more than 20 hours/week and part time CPT refers to 20 hours or less/week.

### Eligibility requirements

1. The student is currently in valid F-1 status at UCLA Extension.
2. The student has been enrolled on a full-time basis for 9 consecutive months to be eligible for CPT. This requirements applies to new (initial) students and students who finished OPT. Studying in English language training program does not count towards the 9 consecutive months period.
3. The student is required to enroll for a full course of study during the CPT, except vacation quarter. Credits from internship course will be counted towards to the full-time enrollment.
4. The training is directly related to the student's major area of study.
5. Student studying in an intensive English language training programs is not eligible for CPT.
6. Student approved for 12 months or more of full time CPT is not eligible for the Optional Practical Training (OPT).

### Application Process

**STEP 1:** Meet with the Internship Coordinator in academic department for approval and enrollment. You are responsible to confirm with the department how many credits they will accept towards your certificate program.

**STEP 2:** After approval and enrollment, request a letter from your company (see attached letter).

**STEP 3:** Meet with the ISO Advisor with the following documents to review.

- A valid letter from prospective employer/internship site stating the terms of CPT;
- Enroll in the internship course with your academic department; and
- Copy of visa & passport if you have any changes

You should submit all documents to the F-1 Advisor at least 2 weeks prior to the start date of the CPT and expect 7 working days for your application to be processed and for the issuance of a new I-20. Request a letter to the Social Security Office for applying social security card, if necessary.

**\*\*\* Please speak with your F-1 advisor if you have any further inquiries. You should not engage in any work activity without prior authorization. \*\*\***

Dear International Student: To apply for permission to engage in a PAID internship (CPT), you must (1) take this sample letter to your company and ask your supervisor to prepare the letter on company letterhead; (2) submit the letter back to UCLA Extension’s ISO to have the new I-20 processed with U.S. immigration prior to starting your internship; (3) enroll in the internship course with your academic department.

**SAMPLE LETTER**  
*(Letter must be on company’s letterhead)*

Date/Month/Year  
International Student Office  
UCLA Extension  
1145 Gayley Ave, 2nd FL  
Los Angeles, CA 90024

**Re: Part/Full-time Paid Internship for Mr./Ms. \_\_\_\_\_**

To Whom It May Concern,

Mr./Ms. \_\_\_\_\_ is currently enrolled full-time in the \_\_\_\_\_ Certificate Program at UCLA Extension. S/he is seeking an opportunity to obtain needed experience in his/her field of study through the internship programs offered through UCLA Extension.

Mr./Ms. \_\_\_\_\_ ‘s proposed internship is an integral part of his/her academic program. S/he will receive \_\_\_\_ units of academic credit for this course. We understand that Mr./Ms. \_\_\_\_\_, as an F-1 visa student, will receive authorization from the International Student Office to engage in the internship offered at our company, \_\_\_\_\_ on a paid, part/full-time basis for \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks from (month/date/year) until (month/date/year).

Sincerely,

Supervisor’s Signature  
Supervisor’s Print Name  
Name and Work title  
Company Name  
Address  
Phone  
Fax  
Email