

Business, Management & Legal Programs

Internship FAQ's

International Student FAQ's

1. What is the difference between an internship (non-paid) and a paid internship?

The US Department of Homeland Security regulations state that Curricular Practical Training (CPT) must be "an integral part of an established curriculum". Curricular Practical Training is defined as "alternate work/study which is offered by sponsoring employers through cooperative agreements with the school.

Internship (non-paid)

- Students must be officially enrolled in a financial management certificate program.
- Students must successfully complete a minimum of 5 courses in their certificate with a minimum grade of "C".
- English courses and transferred courses from other educational institutions are not included as part of the 5 courses required to qualify for internships.
- Students may secure the internship from our established sponsor list or create their own internship by finding a company that will sponsor them.
- Internships will result in the awarding of academic credit on your official transcript and will be applied only once as an elective in your certificate.
- Students may not begin the internship until all documentation has been approved and are granted permission to enroll.

Curricular Practical Training (paid)

- Only paid internships are classified as CPT (Curricular Practical Training) and will need to be approved by the International Student Office.
- Students must be officially enrolled in a financial management certificate program.
- Students must successfully complete a minimum of 5 courses in their certificate with a minimum grade of "C".
- English courses and transferred courses from other educational institutions are not included as part of the 5 courses required courses to qualify for internship.

- Students will be required to secure a sponsor on their own since our list of sponsors are only for non-paid internships.

- Internships will result in the awarding of academic credit on your official transcript and can be applied only once as an elective in your certificate.

- Students may not begin the internship until all documentation has been approved and you are granted permission to enroll.

2. Do you offer internships for all certificate programs?

International students are currently only able to take internships in two programs

- Certificate in Accounting
- Certificate in Finance

3. If I am an international student and transfer from another school can I do a CPT my first quarter?

F-1 regulation states that a student becomes eligible for CPT after completing 9 months in F1 status, however, it does not stipulate these 9 months will automatically qualify the student for internship at the desired transfer school.

The financial management internships require the student to have a minimum of 5 UCLA Extension courses completed in their desired certificate program before they can become eligible.

4. How many hours can I work?

The internship requires students to complete a minimum of 120 hours during the 3 month quarter. Your work schedule is to be determined by your sponsor.

5. Do these internships lead to sponsorship?

The goal of the internship is to provide students with a unique learning experience that will allow the student to apply classroom knowledge in a real work environment. Students should not expect nor feel entitled to have the employer sponsor them.

6. If I find a paid internship do I have to get this approved?

Yes, you will need to have it approved by the International Student Office.

General FAQ's

1. Do you provide a list of sponsors?

Yes, we will provide you with a list of sponsors who have hired our interns.

You will be responsible for sending out cover letters and resumes to the companies of interest or you can create your own internship by securing the company of your choice. Many organizations do not have a formal internship program and others have simply not considered hiring an intern. If you know the type of experience you are seeking and the type of organization in which you would like to get this experience, then simply approaching them may be a viable option.

2. Do you provide placement in the internship?

UCLA Extension does not provide placement or guarantee internship availability. Students are responsible for securing a sponsor and submitting all required paperwork by required deadlines.

3. Can I enroll directly online?

Contact your Academic Advisor

To verify eligibility please contact your advisor Yvette de la Cruz (ydelacru@uclaextension.edu).

She will review your status and confirm your eligibility. You will then be emailed all required paperwork.

4. What are the deadlines to submit internship agreements and sponsor applications?

Students will be granted permission to enroll once all internship documents have been signed by sponsor, director and associate dean.

Deadlines are:

- Fall Quarter 2017 – Sept. 8th
- Winter Quarter 2018 – Dec. 8th
- Spring Quarter 2018 – March 23rd
- Summer Quarter 2018 – June 15th
- Fall Quarter 2018 – September 14th

5. What is the first day I can request permission to enroll online?

It is recommended that you request "permission to enroll" on the first day of enrollment for the quarter in which you plan on doing the internship.

- Fall Quarter 2017 – July 31st
- Winter Quarter 2018 – Nov. 6th
- Spring Quarter 2018 – Feb. 5th
- Summer Quarter 2018 – April 13th
- Fall Quarter 2018 – July 30th

6. Are internships graded?

The internship will result in the awarding of academic credit and appear on your official transcript. The



internship is moderated by an approved UCLA Extension instructor and the student will be evaluated based on the development of internship objectives, progress reports during the quarter, sponsor input and final report.

7. Can I start my internship prior to the start of the quarter?

Students approved for internship will be approved to start their internship according to the UCLA Extension academic calendar. The internship agreement is the contractual agreement between the University, sponsor and student and includes the start and end dates for the internship.

Your signed internship agreement will have the following start dates for the 2017/18 year:

- Fall Quarter 2017 – September 25th
- Winter Quarter 2018 – January 8th
- Spring Quarter 2018 – April 2nd
- Summer Quarter 2018 – June 25th
- Fall Quarter 2018 – September 24th

8. When do most students do the internship?

The internship can be taken only once as an elective in the certificate, therefore, students benefit most by taking their internship in their last quarter.

9. How long is the internship?

The internship is for one quarter (11 weeks).

10. Does the internship have to be in California?

No, students may research and secure companies outside of California.

Contact Information

Financial Management Programs:

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