

Internship Requirements for International Students

Instructions for Company Supervisor:

International students requesting the internship are eligible to engage in a paid or unpaid internship that is directly related to his/her studies after nine (9) consecutive months of studying at UCLA Extension. In order for international students to be approved for their internship, they must submit a letter from their internship employer (you) to UCLA Extension's International Student Services office. Please use the sample letter below to write the required letter on your company letterhead.

International students participating in unpaid internships are limited to 20-hours per week. International students participating in paid internships may intern up to full-time. Please indicate Paid/Unpaid and Full-time/Part-time in the letter.

SAMPLE LETTER: (Letter must be on company's letterhead)

Date/Month/Year
International Student Services
Attn: Junko Takada
UCLA Extension
1145 Gayley Ave, Rm 115
Los Angeles, CA 90024

RE: Part-time/Full-Time, Paid/Unpaid Internship for Mr./Ms. _____

Dear DSO,

Mr./Ms. _____ is currently enrolled full-time in the _____ Certificated Program at UCLA Extension. He/She is seeking an opportunity to obtain needed experience in his/her field of study from the internship programs offered through the Entertainment Studies and Performing Arts Department at UCLA Extension.

Mr./Ms. _____'s proposed internship is an integral part of his/her academic program. He/She will receive 4 units of credit for this course. We understand 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 unpaid/paid, part/full-time basis for ___ hours per week for ___ weeks from (month/date/year) to (month/date/year).

Sincerely,

Supervisor's Signature _____
Name, Title, and Email _____
Company Name _____
Address and Website _____
Phone and Fax _____