# Summer 2024 CPT Instructions

**1. Prepare the following documents:**

- Complete the **CPT Application Form**
    - <mark>Section 2 should be left fully blank</mark>, will be completed by GPS office
- **CPT internship Approval Form** (**PhD students only**)
- Copy of job offer letter from employer
    - Should include:
        - Company's letterhead
        - Be addressed to you
        - Job title
        - Job description
        - Location of employment
        - Specify if work is part-time/full-time
        - Specify the exact start and end date of employment
        - Employer's signature

**2. Email the 3 completed documents to gradengr@uci.edu.**

- GPS office will complete Section 2 of CPT application form and return the completed application packet to the student

**3. Student will contact the Summer Session department via email at (summer-independentstudy@uci.edu) to inquire about independent study enrollment.**

- **Subject Line**: Independent Study Enrollment
- Must include in email that CPT verification will be required

**4. Summer Session will provide student with either an Enrollment Form or a Course Change Request Form via DocuSign.**

- Input the following information for "Course Details"

| Course Dept & Number | 5 Digit Course Code | Course Type (for Course Change Request Form) | Units | Grade Option | Course Fee (per unit) | Materials Fee |
|---|---|---|---|---|---|---|
| ENGR 291 | 12345 | Lec | 1 | S/US | $187 | $0 |

**5. Summer Session will provide student with Independent Study Form via email.**

- Input the following for "Course Information"

| Course Dept & Number | Title | Faculty Sponsor | Faculty UCnetID |
|---|---|---|---|
| ENGR 291 | INTERNSHIP | {Insert Graduate Advisor Info} | {Insert Graduate Advisor Info} |

- Graduate Advisor Info
  - **BME**: Michelle Digman - mdigman
  - **CBE**: Han Li - hanl5
  - **CEE**: Russell Detwiler- detwiler
  - **EECS PhD**: Aparna Chandramowlishwaran - amowli
  - **EECS MS**: Syed Jafar - syed
  - **MSE**: Kai He - khe9
  - **MAE**: SungWoo Nam - sungwoon
- Leave "Approval" section blank
- Not sure which session(s) to enroll in? Summer Session dates:

| Deadline & Dates for 2023 | Session 1 | 10 Week | Session 2 |
|---|---|---|---|
| First Day of Instruction | June 24 | June 24 | August 5 |
| Last Day of Instruction | August 1 | August 30 | September 11 |

- *If you are completing a 12-week internship, your official dates would be June 24 – September 13*

**6. Email the partially completed Independent Study Form to gradengr@uci.edu.**

- GPS office will complete the "Approval" section and return signed form to student

**7. Email the fully completed Independent Study Form to Summer Session.**

- Email the completed form to summer-independentstudy@uci.edu.

**8. Summer Session will create the Independent Study course and enroll the student.**

- After students are tentatively enrolled, students will be sent a Payment Portal link via their UCI email, students can use this link to pay for their registration fees

**9. Once officially enrolled, student will submit their CPT materials to the International Center.**

- Go to the **CPT Application** portal on the International Center website
  - o You will need to login with your UC NetID