Summer 2022 CPT Instructions

1. Prepare the following documents:
   - Complete the CPT Application Form
     o Section 2 should be left blank, will be completed by GPS office
   - CPT internship Approval Form (PhD students only)
   - Copy of job offer letter from employer
     o 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-coursechanges@uci.edu) to inquire about independent study enrollment.
   - Subject Line: Independent Study Enrollment Request
   - 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”

<table>
<thead>
<tr>
<th>Course Dept &amp; Number</th>
<th>5 Digit Course Code</th>
<th>Course Type (for Course Change Request Form)</th>
<th>Units</th>
<th>Grade Option</th>
<th>Course Fee (per unit)</th>
<th>Materials Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 291</td>
<td>12345</td>
<td>Lec</td>
<td>1</td>
<td>S/US</td>
<td>$174.50</td>
<td>$0</td>
</tr>
</tbody>
</table>
5. Summer Session will provide student with Independent Study Form via email.

- Input the following for “Course Information”

<table>
<thead>
<tr>
<th>Course Dept &amp; Number</th>
<th>Title</th>
<th>Faculty Sponsor</th>
<th>Faculty UCnetID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 291</td>
<td>INTERNSHIP</td>
<td>Fadi Kurdahi</td>
<td>kurdahi</td>
</tr>
</tbody>
</table>

- Leave “Approval” section blank
- Not sure which session(s) to enroll in? Review the “Determining When to Apply for CPT” chart provided by the International Center

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.

- Students can submit this via email directly to:
  - Stephanie Vaca: lsvaca@uci.edu
  - Amy Gaona: agaona@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
  - You will need to login with your UC NetID