

## Summer 2022 CPT Instructions

### 1. Prepare the following documents:

- Complete the [CPT Application Form](#)
  - 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
  - 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](mailto: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](mailto: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"

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	\$174.50	\$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	Fadi Kurdahi	kurdahi

- 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](mailto: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: [svaca@uci.edu](mailto:svaca@uci.edu)
  - Amy Gaona: [agaona@uci.edu](mailto: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