

Summer 2023 CPT Instructions

1. Prepare the following documents:

- Complete the [CPT Application Form](#)
 - **Section 2 should be left fully 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.

- 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"

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	{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 Chandramowliswaran - amowli
 - **EECS MS:** Syed Jafar - syed
 - **MAE:** Daniel Mumm - mumm
 - **MSE:** Manuel Gamero - mgameroc
- 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 26	June 26	August 7
Last Day of Instruction	August 3	September 1	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.

- Students can submit this via email directly to:
 - 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