

## 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](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	\$178.50	\$0

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

- Input the following for “Course Information”

<b>Course Dept &amp; Number</b>	<b>Title</b>	<b>Faculty Sponsor</b>	<b>Faculty UCnetID</b>
ENGR 291	INTERNSHIP	{Insert Graduate Advisor Info}	{Insert Graduate Advisor Info}

- Graduate Advisor Info
  - **BME:** Michelle Digman - mdigman
  - **CBE:** Han Li - hanl5
  - **CEE:** Amir AghaKouchak- amir9a
  - **EECS PhD:** Aparna Chandramowliswaran - amowli
  - **EECS MS:** Syed Jafar - syed
  - **MSE:** Daniel Mumm - mumm
  - **MAE:** Manuel Gamero - mgameroc
- Leave “Approval” section blank
- Not sure which session(s) to enroll in? Summer Session dates:

<b>Deadline &amp; Dates for 2023</b>	<b>Session 1</b>	<b>10 Week</b>	<b>Session 2</b>
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](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:
  - 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