# The CPT application process in the College of Engineering

Hosted by ESSC and ISSS
Friday, March 24, 2023, 11 am-12 pm
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## Getting started: resources

Finding an internship:

[SJSU Handshake](#)

Connect with a [career counselor](#)

Career Center [offerings](#)

CoE Student Newsletter (news, networking events, conferences, employer info sessions)

STEM job fairs at SJSU

## What is a university-sponsored internship?

- Course enrollment: i.e. EE 298i or CE 185
- Internship course requirements and grades
- Earns credit (units may vary)
- Optional: at CoE, not required for your program of study but integral part of your experience

# ISSS: What is Curricular Practical Training (CPT)?

- Temporary employment authorization for F-1 international students who are currently pursuing a program of study at SJSU and want to gain practical training in their <u>major field of study</u>.

- May be authorized for paid or unpaid employment.

- Granted for internships, service practicums, cooperative education and service learning activities.

- CPT employment is considered an academic experience and needs to be integral to the student's field of study.

# ISSS: CPT Eligibility

1. Currently maintaining full-time enrollment in F-1 status and pursuing a degree program at SJSU.

2. Currently in good academic standing (minimum cumulative GPA (3.0 for graduate students, 2.0 for undergraduate students), and making normal progress towards degree completion.

3. Not enrolled in 1290R.

# ISSS: CPT Eligibility Continued

4. Have completed at least one academic year as a full-time student in F-1 status.

    4a. Time spent studying at SJSU full-time in another visa status, prior to F-1, may count towards this requirement.

5. SEVIS transfer students are not eligible for CPT in their first semester at SJSU.

# ISSS: CPT Information

Semester Parameters

- Internship dates must fit within the academic term, which are outlined on [ISSS CPT page](ISSS CPT page).
  - Summer, Spring, Fall
  - Summer 2023
    - Application Period: April 1, 2023 - July 1, 2023
    - Duration Period: May 22, 2023 - August 20, 2023
  - Fall 2023
    - Application Period: July 15, 2023 - October 10, 2023
    - Duration Period: August 21, 2023 - December 15, 2023
- CPT request via iSpartan must be submitted to ISSS by 11:59pm on the deadline date, no exceptions.

Part-Time vs. Full-Time CPT

- Part-Time CPT (During fall and spring semesters, students can work up to 20 hours per week).
- Full-Time CPT (During the summer semester, students can work full-time (more than 20 hours per week).

# ISSS: CPT Information Continued

Internships outside of Silicon Valley/San Francisco

- Fall and spring semesters - limited to remote only.
- Summer semester - can be outside of Silicon Valley/San Francisco

Interviewing with Multiple Employers?

- We recommend that you wait to submit the CPT request in iSpartan until you know that you want to work for the employer you file for CPT. ISSS does not allow for changes in employers, once we have approved CPT, even if this is before your authorized start date.

Graduating in the Summer?

- Must be enrolled in at least one course that is required to complete your degree program in addition to the required internship course for the CPT.

# CPT Application process at CoE

## Submit CPT request via iSpartan to Department

Find an internship and secure a job offer (job offer letter).

Departments might have additional requirements for eligibility and documentation. Ex.: CMPE policy.

Check their website for information.

Complete the Curricular Practical Training Request and make sure to attach any departmental documents required.

## Program Advisor reviews request

Your program advisor will receive your request via email, review it, and, if all looks good, approve it.

The approved CPT form will be routed to ISSS. If a permission number is needed to enroll in the course (might vary per Dpt.), you will receive that via the iSpartan request --if not, please check with your program advisor.

## Enroll in course

Enroll in your internship course right away (with permission number if needed) as ISSS will check your enrollment.

After the add deadline, you must also follow the late enrollment process (addt'l. forms and fees; CMPE excluded).

Congrats on your internship!

# CoE Undergraduate CPT Information

| Major | Advisor | Email | Course |
|---|---|---|---|
| Aerospace | Nikos Mourtos | nikos.mourtos@sjsu.edu | AE 180 |
| Aviation / Industrial Tech. | Fred Barez | fred.barez@sjsu.edu | Avia 195 / Tech 195 |
| Biomedical | Guna Selvaduray | guna.selvaduray@sjsu.edu | BME 180 |
| Civil | Kurt McMullin | Kurt.McMullin@sjsu.edu | CE 185 |
| Chemical | Liat Rosenfeld | liat.rosenfeld@sjsu.edu | CHE 180 |
| Computer and Software | Monica Serna & Martin Lopez | undergradadvisor-cmpe-se@sjsu.edu | CMPE 180 |
| Electrical | Thuy Le | thuy.le@sjsu.edu | EE 298i |
| General | Ping Hsu | ping.hsu@sjsu.edu | EE 298i |
| Industrial & Systems | Yasser Dessouky | yasser.dessouky@sjsu.edu | ISE 180 |
| Materials | Richard Chung | richard.chung@sjsu.edu | MATE 180 |
| Mechanical | Vimal Viswanathan | vimal.viswanathan@sjsu.edu | ME 180 |

# CoE Graduate CPT Information

| Major | Advisor | Email | Course |
|---|---|---|---|
| Aerospace | Nikos Mourtos | nikos.mourtos@sjsu.edu | AE 298 |
| Artificial Intelligence | Marta R Rodenas<br>Magdalini Eirinaki | sjsu-cmpe-isss-eforms-group@sjsu.edu<br>Questions to marta.ramirez-rodenas@sjsu.edu | CMPE 298i |
| Aviation / Industrial Tech. | Fatemeh Davoudi | fatemeh.davoudi@sjsu.edu | Check with advisor |
| Biomedical | Yun Wang | yun.wang@sjsu.edu | BME 180 |
| Civil | Kurt McMullin | Kurt.McMullin@sjsu.edu | CE 285 |
| Chemical & Materials | Katy Kao<br>Melanie McNeil | katy.kao@sjsu.edu<br>melanie.mcneil@sjsu.edu | ChE/MatE 280i |
| Computer | Marta R Rodenas<br>Younghee Park | sjsu-cmpe-isss-eforms-group@sjsu.edu<br>Questions to marta.ramirez-rodenas@sjsu.edu | CMPE 298i |
| Electrical | Marta R Rodenas | electrical-engineering-group@sjsu.edu | EE 298i |
| General | Ahmed Hambaba | ahmed.hambaba@sjsu.edu | EE 298i/ENGR 298i |
| Industrial & Systems | ISE = Jacob Tsao; EM = Minnie Patel; HFE = Anil Kumar | jacob.tsao@sjsu.edu minnie.patel@sjsu.edu anil.kumar@sjsu.edu | ISE 298 |
| Mechanical | Raghu Agarwal | raghu.agarwal@sjsu.edu | ME 298 |
| Software | Marta R Rodenas<br>Dan Harkey | sjsu-cmpe-isss-eforms-group@sjsu.edu<br>Questions to marta.ramirez-rodenas@sjsu.edu | CMPE 298i |

# Helpful Links

- [Curricular Practical Training request via iSpartan](#)
- [E-form Guide (Students)](#)
- [ISSS CPT webpage](#)
- [ESSC CPT information](#)

# ISSS: Offer Letter Requirements

Your CPT request will be either **Delayed or Denied** if your offer letter does not contain all of the following items:

1. Must be printed on company's **letterhead, which includes employer address.**

2. Must be dated within the **last 3 months.**

3. Include **job title.**

4. Include **job description.**

5. Include employment **start and end date.** (Must fit within semester dates)

6. Include **physical address where you will work** (street number and name, city, state, postal code, and suite/building number).

7. Include **number of hours per week to be worked.**

8. Include **employer's signature;** We accept handwritten, digital or DocuSign signatures.

9. **\*\***If you are working **remotely**, then this should be indicated on your offer letter, including the address where you will be working. In most cases, the offer will indicate the student's home address.

# CPT Application process at ISSS

| Submit Curricular Practical Training request via iSpartan | Department review then routed to ISSS to review | CPT authorization |

**You must be enrolled in your internship class before submitting your request to ISSS via iSpartan.**

Submit the CPT request via iSpartan during the application period for the semester you want to work. You will upload your offer letter in the request.

*Request will be routed to the CoE department advisor for review. Once reviewed and approved by Academic Department, then routed to ISSS.

An ISSS Advisor will review your CPT request. Then if complete, will authorize CPT in your SEVIS record. Processing time is 5-7 business days, once received by ISSS.

ISSS is able to sign the I-20 with CPT authorization via docusign, then email to you.
*CPT authorization is on page 2 of your new I-20, stating the employer you are authorized to work for as well as the dates of authorization.*

*Working beyond the authorized dates or for a different employer, is a violation of your F-1 visa status.

# ISSS: CPT Authorization

Once ISSS has approved your CPT request, you will get a new I-20, with CPT authorization on page 2 of the I-20. This will include:

- Employer name
- Authorization dates

Working beyond the authorized dates or for a different employer that is not listed on your I-20, is a violation of your F-1 visa status.

ISSS does not allow for changes in employers, once we have approved CPT, even if this is before your authorized start date.

# ISSS: Social Security Number Eligibility

Once your CPT has been authorized and you have received the new I-20, if you do not have a Social Security Number, you are eligible to apply for one.

- ISSS will provide you with a support letter for your SSN application and information on applying, once your CPT has been authorized.

You will then need to:

- Bring your job offer letter, endorsement letter from ISSS, I-20 with CPT authorization, passport, F-1 visa, I-94 record of arrival, and a completed Social Security application to the local Social Security Administration office.

**Once you have your SSN, please keep the card in a safe place and not in your wallet.**

# ISSS: Important Information

1. Once you receive the I-20 with CPT authorization, review the employment details on page 2 to make sure that the information is correct.
   a. Employer Name, address, part-time/full-time, and authorized dates of employment.
      i. Reply back to the ISSS Advisor who emailed you the I-20, if there are corrections that need to be made.
   b. You cannot work for a different employer or work outside the authorized dates.

2. If lose your job or quit your job prior to the authorized CPT end date, then you will need to inform ISSS as soon as possible, so we can amend your CPT end date.
   a. <u>You cannot withdraw from the CPT course</u>, if you have worked during the authorized period on CPT that semester.

3. If your employer wants you to continue to work for them, then you will need to review the CPT application period and dates for the next semester, then submit a new CPT request in iSpartan.
   a. You cannot continue to work after your CPT authorization end date.

## Important Considerations

- Consider your semester **unit load** and find **balance** (academics /work)
- No CPT allowed on **academic probation** status
- CPT authorization —once per term, other **requirements or limitations by department** (i.e. limits on number of authorizations, no CPT and on campus job at the same time, course requirements, deadlines)
- After add deadline —**late** enrollment process (now via DS) from [Registrar's Office](#) (except CMPE)

## Any questions?

Contact ESSC:

**graduate-engineering@sjsu.edu**
**ESSC Drop-ins (virtual or in person)**
**Appointments via Spartan Connect (virtual or in person)**

Contact ISSS:

international-office@sjsu.edu
ISSS Advising Appointments