THE CPT APPLICATION PROCESS IN THE COLLEGE OF ENGINEERING

Hosted by ESSC and ISSS
Thursday, October 15, 9 AM
ESSC: Marta Ramirez-Rodenas
ISSS: Suzanne Pendergrass
Getting started: resources

Finding an internship:

**SJSU Handshake**

Connect with a [career counselor](#)

Career Center [offerings](#), i.e.

**Mock Interviews**: October 20, 5-8pm; this session will help you brush up on your interview skills

[CoE Student Newsletter](mailto:lisa.francesca@sjsu.edu)
What is a university-sponsored internship?

- Course enrollment: i.e. EE 298i
- Internship course requirements and grades
- Earns credit (units may vary)
- 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 major field of study.

• May be authorized for paid or unpaid employment.

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

4b. Change of Status students only: Effective Spring 2021, if your I-20 was issued after July 1, 2020 - then you must also complete one semester in F-1 status.

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 term deadlines, which are outlined on ISSS CPT page.
  - Summer, Spring, Fall
- Documents 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)).
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

Graduating in the Summer?

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

Submit documents to Department

Confirm that your department offers CPT. Secure a job offer. Complete the ISSS CPT form and take it with your employment offer letter to your academic advisor for review.

Each department has its own submission process, which might include additional requirements for eligibility and documentation.

Enroll in course

Your academic advisor will review and, upon approval, complete and sign the CPT form. You will receive an add code to enroll in the course (might vary per Dpt.).

After the add deadline, you must also follow the late enrollment process (add’tl. forms and fees).

Submit signed CPT form to ISSS

Email the completed ISSS CPT form and a copy of your offer letter to international-office@sjsu.edu. You must be enrolled in your internship class before submitting your request.

Congrats on your internship!
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<tr>
<th>Major</th>
<th>Advisor</th>
<th>Email</th>
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<td>Aerospace</td>
<td>Nikos Mourtos</td>
<td><a href="mailto:nikos.mourtos@sjsu.edu">nikos.mourtos@sjsu.edu</a></td>
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<tr>
<td>Computer and Software</td>
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<td>Monica Serna (Last name: M-Z)</td>
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<td>EE 298i</td>
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<td><a href="mailto:craig.england@sjsu.edu">craig.england@sjsu.edu</a>, <a href="mailto:melanie.mcneil@sjsu.edu">melanie.mcneil@sjsu.edu</a></td>
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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.**
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 signed CPT form to ISSS**

Email the completed **ISSS CPT application form** and a copy of your **offer letter** to **international-office@sjsu.edu**.

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

**ISSS Advisor reviews request**

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.

**CPT authorization**

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.*
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.
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, along with your I-20.

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.

  ***Please note that due to COVID-19, the process is different. ISSS will advise you accordingly.

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

• Semester **unit load**
• Find **balance**: academics and work
• CPT authorization - once a term, additional requirements or limitations by department, process to submit your CPT application
• After add deadline - late enrollment process
THANKS!

Any questions?

Contact ESSC:

marta.ramirez-rodenas@sjsu.edu
ESSC Drop-ins
Mon. & Tues. 11 AM-12 PM, 1-2 PM
Appointments via Spartan Connect

Contact ISSS:

international-office@sjsu.edu
ISSS Advising Appointments