

THE CPT APPLICATION PROCESS IN THE COLLEGE OF ENGINEERING

Hosted by ESSC and ISSS
Friday, February 19, 10:30 AM-12 PM
ISSS: Suzanne Pendergrass
ESSC: Marta R. Rodenas

Getting started: resources



Finding an internship:

[SJSU Handshake](#)

Connect with a [career counselor](#)

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

CoE Student Newsletter

(lisa.francesca@sjsu.edu)

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)
- 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.

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.

4b. Change of Status students only: 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)).

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

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 (addtl. 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!



CoE Undergraduate CPT Information

Major	Advisor	Email	Course
Aerospace	Nikos Mourtos	nikos.mourtos@sjsu.edu	AE 180
Aviation / Industrial Tech.			
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	Christine Watson (Last name: A-L) Monica Serna (Last name: M-Z)	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	Nicole Okamoto	nicole.okamoto@sjsu.edu	ME 180

CoE Graduate CPT Information

Major	Advisor	Email	Course
Aerospace	Nikos Mourtos	nikos.mourtos@sjsu.edu	AE 298
Aviation / Industrial Tech.			
Biomedical	Alessandro Bellofiore	alessandro.bellofiore@sjsu.edu	BME 180
Civil	Kurt McMullin	Kurt.McMullin@sjsu.edu	CE 285
Chemical & Materials	Craig England Melanie McNeil	craig.England@sjsu.edu melanie.mcneil@sjsu.edu	ChE/MatE 280i
Computer	Marta R Rodenas David Bruck	marta.ramirez-rodenas@sjsu.edu david.bruck@sjsu.edu	CMPE 298i
Electrical	Marta R Rodenas	marta.ramirez-rodenas@sjsu.edu	EE 298i
General	Ping Hsu	ping.hsu@sjsu.edu	EE 298i
Industrial & Systems	MS ISE = Tsao MS EM= Patel MS HFE = 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 Dan Harkey	marta.ramirez-rodenas@sjsu.edu dan.harkey@sjsu.edu	CMPE 298i

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.**
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.

If requesting an SSN: ISSS will print the I-20, sign, then mail to you.

If not requesting an SSN: ISSS is able to sign the I-20 via docusign, then email to you.

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.

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: 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, 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 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 to be eligible)
- After add deadline –**late** enrollment process (now via DS)



THANKS!



Any questions?

Contact ESSC:

marta.ramirez-rodenas@sjsu.edu

ESSC Drop-ins:

Mon. 1-3 PM & Tues. 10 AM-12 PM

Appointments via [Spartan Connect](#)

Contact ISSS:

international-office@sjsu.edu

[ISSS Advising Appointments](#)