

# THE CPT APPLICATION PROCESS IN THE COLLEGE OF ENGINEERING

Hosted by the ESSC  
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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, information 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

# What is Curricular Practical Training or CPT?



From the [International Student and Scholar Services Office, ISSS](#):

- Temporary employment authorization for F-1 international students currently pursuing a program of study at SJSU who 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
  - Spring 2022
    - Application Period: December 1, 2021 - March 17, 2022
    - Duration Period: December 16, 2021 - May 25, 2022
  - Summer 2022
    - Application Period: April 1, 2022 - July 1, 2022
    - Duration Period: May 26, 2022 - August 19, 2022
- 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

## 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.



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

# CoE Graduate CPT Information

Major	Advisor	Email	Course
Aerospace	Nikos Mourtos	<a href="mailto:nikos.mourtos@sjsu.edu">nikos.mourtos@sjsu.edu</a>	AE 298
Artificial Intelligence	Marta R Rodenas Magdalini Eirinaki	<a href="mailto:sjsu-cmpe-iss-eforms-group@sjsu.edu">sjsu-cmpe-iss-eforms-group@sjsu.edu</a> Questions to <a href="mailto:marta.ramirez-rodenas@sjsu.edu">marta.ramirez-rodenas@sjsu.edu</a>	CMPE 298i
Aviation / Industrial Tech.	Fatemeh Davoudi	<a href="mailto:fatemeh.davoudi@sjsu.edu">fatemeh.davoudi@sjsu.edu</a>	Check with advisor
Biomedical	Alessandro Bellofiore	<a href="mailto:alessandro.bellofiore@sjsu.edu">alessandro.bellofiore@sjsu.edu</a>	BME 180
Civil	Kurt McMullin	<a href="mailto:Kurt.McMullin@sjsu.edu">Kurt.McMullin@sjsu.edu</a>	CE 285
Chemical & Materials	Katy Kao Melanie McNeil	<a href="mailto:katy.kao@sjsu.edu">katy.kao@sjsu.edu</a> <a href="mailto:melanie.mcneil@sjsu.edu">melanie.mcneil@sjsu.edu</a>	ChE/MatE 280i
Computer	Marta R Rodenas Younghee Park	<a href="mailto:sjsu-cmpe-iss-eforms-group@sjsu.edu">sjsu-cmpe-iss-eforms-group@sjsu.edu</a> Questions to <a href="mailto:marta.ramirez-rodenas@sjsu.edu">marta.ramirez-rodenas@sjsu.edu</a>	CMPE 298i
Electrical	Marta R Rodenas	<a href="mailto:electrical-engineering-group@sjsu.edu">electrical-engineering-group@sjsu.edu</a>	EE 298i
General	Ping Hsu	<a href="mailto:ping.hsu@sjsu.edu">ping.hsu@sjsu.edu</a>	EE 298i
Industrial & Systems	ISE = Jacob Tsao; EM = Minnie Patel; HFE = Anil Kumar	<a href="mailto:jacob.tsao@sjsu.edu">jacob.tsao@sjsu.edu</a> <a href="mailto:minnie.patel@sjsu.edu">minnie.patel@sjsu.edu</a> <a href="mailto:anil.kumar@sjsu.edu">anil.kumar@sjsu.edu</a>	ISE 298
Mechanical	Raghu Agarwal	<a href="mailto:raghu.agarwal@sjsu.edu">raghu.agarwal@sjsu.edu</a>	ME 298
Software	Marta R Rodenas Dan Harkey	<a href="mailto:sjsu-cmpe-iss-eforms-group@sjsu.edu">sjsu-cmpe-iss-eforms-group@sjsu.edu</a> Questions to <a href="mailto:marta.ramirez-rodenas@sjsu.edu">marta.ramirez-rodenas@sjsu.edu</a>	CMPE 298i

# Helpful Links



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

# CPT Application process at ISSS



## Submit CPT request via iSpartan

Submit the [CPT request](#) via iSpartan.

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

**\*Spring 2022 deadline to submit request is March 17, 2022.**

## ISSS Advisor reviews request

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

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.

## CPT authorization

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: 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.
  - \*\*\*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



- 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)



# THANKS!



Any questions?

Contact ESSC:

[marta.ramirez-rodenas@sjsu.edu](mailto:marta.ramirez-rodenas@sjsu.edu)

**ESSC Drop-ins (in person):**

**Wed.-Fri. 11 AM-12 PM & 1-2 PM**

**Appointments via [Spartan Connect](#)  
(virtual or in person)**

Contact ISSS:

[international-office@sjsu.edu](mailto:international-office@sjsu.edu)

[ISSS Advising Appointments](#)