Summer CPT Instructions

# Prepare the following documents:

* + Complete the [**CPT Application Form**](https://ic.uci.edu/forms/CPTApplication.pdf)
    - Section 2 should be left fully blank, will be completed by MECPS Office
  + [Copy of job offer letter from e](https://engineering.uci.edu/files/cpt_internship_authorization_form_2023_2.pdf)mployer
    - 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

# Email the 3 completed documents to [mecps@uci.edu.](mailto:mecps@uci.edu)

* + MECPS office will complete Section [2 of CPT](mailto:gradengr@uci.edu) application form and return the completed application packet to the student

# Student will contact the Summer Session department via email at ([summer-independentstudy@uci.edu](mailto:summer-independentstudy@uci.edu)) to inquire about independent study enrollment.

* + [**Subject Line**: I](mailto:summer-coursechanges@uci.edu)ndependent Study Enrollment Request
* Must include in email that CPT verification will be required
  + This is so summer session staff can provide confirmation that enrollment has been completed. The confirmation is required by the International Center

# 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** |
| ECPS 291 | 15291 | Lec | 1 | S/US | $178.50 | $0 |

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

* + Input the following for “Course Information”

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Dept & Number** | **Title** | **Faculty Sponsor** | **Faculty UCnetID** |
| ECPS 291 | INTERNSHIP | {Insert Graduate Advisor Info} | {Insert Graduate Advisor Info} |

* Enter your name, email and ID # for "student information"
* Input the following information for "course information"
  + Department & Number: ECPS 291
  + Title: Internship
  + Session & Units: Session I - 1 unit / Session II - 1 unit
  + Faculty Sponsor: Rainer Doemer
  + Faculty UCINetID: doemer
* Leave "Approval" section blank

\*If you are completing a 12-week internship, your official dates would be June 17 – September 20\*

|  |  |  |  |
| --- | --- | --- | --- |
| **Deadline & Dates**  **for 2023** | **Session 1** | **10 Week** | **Session 2** |
| First Day of  Instruction | June 17 | June 24 | August 5 |
| Last Day of  Instruction | August 1 | September 9 | September 20 |

# Email the partially completed Independent Study Form to [mecps@uci.edu](mailto:mecps@uci.edu).

* + MECSP office will complete the “Approval” section and return signed form to student

# 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)

# 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

1. **Officially enrolled, students will submit their CPT materials to the International Center.**

* Go to the [**CPT Application**](https://apps.ic.uci.edu/CPT_Application.aspx)portal on the International Center website
  + - You will need to login with your UC NetID