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.

* + MECPS office will complete Section 2 of CPT 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) to inquire about independent study enrollment.

* + **Subject Line**: Independent 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 ofInstruction | June 17 | June 24 | August 5 |
| Last Day ofInstruction | August 1 | September 9 | September 20 |

# Email the partially completed Independent Study Form to 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**

# 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