CPT APPLICATION FOR ENGINEERING STUDENTS

Hosted by ESSC and ISSS
Wednesday, March 26, 2025, 11 am-12 pm
ISSS: Suzanne Pendergrass
ESSC: Marta R. Rodenas

Getting started: resources

Finding an internship:

[SJSU Handshake](#)

Connect with a Career Center [counselor](#) & [Center events](#), i.e. STEM job fairs or employer info sessions

CoE Student Newsletter (news, networking events, conferences, employer info sessions)

External corporate websites

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

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 <u>major field of study</u>.

- May be authorized for paid or unpaid employment.

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

- CPT employment is considered an academic experience and needs to be integral to the student's field of study.

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.

5. SEVIS transfer students and students changing their education level (bachelors to masters at SJSU) are not eligible for CPT in their first semester at SJSU or in their first semester of their new degree level at SJSU.

   - 5a. SAGE students are the only exception to this rule.

ISSS: CPT Information

Semester Parameters

- Internship dates must fit within the academic term, which are outlined on ISSS CPT page.
  - Summer, Spring, Fall
  - Summer 2025
    - Application Period: April 1, 2025 – July 1, 2025
    - Duration Period: May 19, 2025 – August 19, 2025
  - Fall 2025
    - Application Period: July 15, 2025 – October 10, 2025
    - Duration Period: August 20, 2025 – December 17, 2025
- Check with your Academic Department (AD) to see if they will allow for a late add of the internship course after University add period ends. Some ADs have internal CPT deadlines that precedes ISSS deadline.
- 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

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.

Interviewing with Multiple Employers?

- We recommend that you wait to submit the CPT request in iSpartan until you know that you want to work for the employer you file for CPT.
  - ISSS does not allow for changes in employers, once we have approved CPT, even if this is before your authorized start date.
- We do allow students to work for multiple employers in the same semester. Please review our webpage for the rules associated with this.

Graduating in the Summer?

- Must be enrolled in at least one course that is required to complete your degree program in addition to the required internship course for CPT, to have a summer completion date.

CPT Application process at CoE

Submit CPT request via iSpartan to Department

1. Find an internship and secure a job offer (job offer letter).

   Departments might have additional requirements for eligibility and documentation. Ex.: CMPE policies.

   Check their website for information.

2. Complete the Curricular Practical Training Request and make sure to attach any departmental documents required.

Program Advisor reviews request

Your program advisor receives and reviews your request, and, if all looks good, approves 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

3. 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!

CPT Application process at CoE

CPT Application process at CoE

sjsu.edu/ee/graduate-program/forms.php

Top Rated Schools | Courses | My SJSU Log on | SJSU Directory | one.SJSU | IT Help | CoE Scholarships an... | Qualtrics

Change of Classification in Graduate Program

Application for Curricular Practical Training (CPT) & Enrollment in EE 298i

Find the Form

CPT Request eForm on iSpartan

Submission Instructions

CPT information is on the ISSS website. Submit your application through iSpartan.

In the iSpartan eForm, enter Dr. Thuy T. Le as the Department Advisor and electrical-engineering-group@sjsu.edu as the email address to route the request for processing.

Once your CPT is approved, you will receive a permission number via the additional note section of the CPT application. Use this permission number to add yourself to the one-unit EE298i class. Note that the units earned in Internship classes do not count toward the units or courses required to earn your degree.

If your advisor notifies you via email of missing information or errors, you must cancel your CPT application, correct the application and resubmit the application on iSpartan again.

If you are enrolling in EE 298i after the add deadline, use the Late Add petition form and registrar's office will add your internship course once approved. Your advisor will notify you of the need for a late add form in the "Additional Note" section as well.

If you do not receive approval after 1 (one) week from the submission date, Please contact Ms. Marta Ramirez-Rodenas at marta.ramirez-rodenas@sjsu.edu or meet her at the drop-in hours. For other questions

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CoE Undergraduate CPT Information

Major	Advisor	Email	CPT Course
Aerospace	Nikos Mourtos	nikos.mourtos@sjsu.edu	AE 180
Aviation / Industrial Tech.	Fred Barez	fred.barez@sjsu.edu	AVIA 195 / TECH 195
Biomedical	Alesandro Bellofiore	alessandro.bellofiore@sjsu.edu	BME 180
Civil	Kurt McMullin	Kurt.McMullin@sjsu.edu	CE 185
Chemical	Melanie McNeil	melanie.mcneil@sjsu.edu	CHE 180
Computer and Software	Carlos Rojas	carlos.rojas@sjsu.edu	CMPE 180
Electrical	Thuy Le	thuy.le@sjsu.edu	EE 298i
IDE/General	Ahmed Banafa	ahmed.banafa@sjsu.edu	EE 298i
Industrial & Systems	Yasser Dessouky	yasser.dessouky@sjsu.edu	ISE 180
Materials	Melanie McNeil	melanie.mcneil@sjsu.edu	MATE 180
Mechanical	Hohyun Lee	Hohyun.lee@sjsu.edu	ME 180

CoE Graduate CPT Information

Major	Advisor	Email	CPT Course
Aerospace	Nikos Mourtos	nikos.mourtos@sjsu.edu	AE 298
Artificial Intelligence	Marta R Rodenas Magdalini Eirinaki	sjsu-cmpe-isss-eforms-group@sjsu.edu Questions to marta.ramirez-rodenas@sjsu.edu	CMPE 298i
Aviation / Industrial Tech.	Armin Moghadam	armin.moghadam@sjsu.edu	Check with advisor
Biomedical	Yun Wang	yun.wang@sjsu.edu	BME 180
Civil	Kurt McMullin	Kurt.McMullin@sjsu.edu	CE 285
Chemical & Materials	Katy Kao Melanie McNeil	katy.kao@sjsu.edu melanie.mcneil@sjsu.edu	ChE/MatE 280i
Computer	Marta R Rodenas Haonan Wang	sjsu-cmpe-isss-eforms-group@sjsu.edu Questions to marta.ramirez-rodenas@sjsu.edu	CMPE 298i
Electrical	Marta R Rodenas Thuy Le	electrical-engineering-group@sjsu.edu Questions to marta.ramirez-rodenas@sjsu.edu	EE 298i
IDE/General	Ahmed Hambaba	ahmed.hambaba@sjsu.edu	Check with advisor
Industrial & Systems	MS ISE: Jacob Tsao MS EM: Minnie Patel MS HFE: Anil 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	sjsu-cmpe-isss-eforms-group@sjsu.edu Questions to marta.ramirez-rodenas@sjsu.edu	CMPE 298i

Helpful Links

- [Curricular Practical Training request via iSpartan](#)
- [ISSS CPT webpage](#)
- [ESSC CPT information](#)

ISSS: **Offer or Employment Letter Requirements**

Your CPT request will be either **Delayed or Denied** if your offer or employment letter does not contain all of the following items:

1. Must be printed on company's **letterhead,** that has their address on it.
2. Must be dated within the **last 3 months,** of when submitting the CPT I-20 request in iSpartan**.**
3. Include the **job title.**
4. Include a **job description.**
5. Include the employment **start and end date.** Which must fit within the 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 to be worked per week.**
   a. During Fall and Spring semesters, students can work up to 20 hours per week.
   b. During Summer semester, students can work full-time (more than 20 hours per week).
8. Include the **employer's signature.** We accept handwritten, digital or DocuSign signatures.
9. If you are working **remotely**, then this should be indicated on your offer or employment letter, including the address where you will be working from.

CPT Application process at ISSS

Submit Curricular Practical Training request via iSpartan

Review the [CPT tutorial](#) on ISSS website as well as the [CPT information](#).

Submit the [Curricular Practical Training Request](#) via iSpartan during the [application period](#) for the semester you want to work. You will upload your offer or employment letter in the request.

Department review then routed to ISSS to review

*Request will be routed to the CoE department advisor for review. Once reviewed and approved by your Academic Department, then the request will be routed to ISSS for processing.

Processing time is 5-7 business days, once received by ISSS. An ISSS advisor will review your CPT request. Then if complete, will authorize CPT in your SEVIS record.

CPT authorization

ISSS will email you the updated I–20 with CPT authorization, which includes an updated travel signature.

*** 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 before or 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.

<u>ISSS does not allow for changes in employers, once we have approved CPT, even if this is before your authorized start date.</u>

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, along with your I-20 that has CPT authorization.

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.

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

ISSS: Important Information

1. Once you receive the I-20 with CPT authorization, review the employment details on page 2 to make sure that the information is correct.
   a. Employer Name, address, part-time/full-time, and authorized dates of employment.
      i. Reply back to the ISSS Advisor who emailed you the I-20, if there are corrections that need to be made.
   b. You cannot work before or beyond the authorization dates, for a different employer, or at a different address.

2. If you lose your job or quit your job prior to the authorized CPT end date, then you will need to inform ISSS as soon as possible, so we can amend your CPT end date.
   a. <u>You cannot withdraw from the CPT course</u>, if you have worked during the authorized period on CPT that semester.

3. If your employer wants you to continue to work for them, then you will need to review the CPT application period and dates for the next semester, then submit a new CPT request in iSpartan.
   a. You cannot continue to work after your CPT authorization end date.

Important Considerations

- Consider your semester **unit load** and find **balance** (academics/work/social/self-care)

- No CPT allowed while on **academic notice**

- After add deadline —**late enrollment** process (now via DS) from [Registrar's Office](#) (except CMPE dpt. programs)

Important Considerations

CMPE Department policies for CPT authorization:

- Limit on # of CPT authorizations (3)
- No CPT and on campus job at the same time
- Max. # of units per term is 12
- No late enrollment of internship course allowed in Fall and Spring
- Course requirements

*Check your program and dpt. website for applicable policies

Any questions?

Contact ESSC:

graduate-engineering@sjsu.edu
ESSC Drop-ins (virtual or in person)
Appointments via Spartan Connect (virtual or in person)

Contact ISSS:

international-office@sjsu.edu
ISSS Advising Information
https://www.sjsu.edu/isss/