How to Apply for CPT & Register for ENGR 289

In order to begin processing your CPT application, be sure to complete **ALL** of the steps below **BEFORE** you visit the Engineering Career Center (ECC) in SEO 820/818/816. Please visit [ecc.uic.edu](http://ecc.uic.edu) and click on “students” to find additional CPT information.

- **Download** the 5-page CPT application from the Office of International Services (OIS) website: [https://www.ois.uic.edu/students/current/forms](https://www.ois.uic.edu/students/current/forms).
- **You** will complete page 2.
- **Your employer will complete page 3 and will provide a hand-signed signature.**
- **You** will determine your start and end dates with your supervisor.

**Make sure that your employer enters the correct dates (listed below) on Page 3 of the CPT**

- For Spring CPT, your start date cannot be before January 9th. The end date cannot be after May 5th.
- For Summer CPT, your start date cannot be before May 6th. The end date cannot be after August 27th.
- **Note:** part-time CPT is 20 hours or less per week. Full-time CPT is 21 hours or more per week.
- **Print off a copy** of your signed offer letter from your supervisor and attach to your CPT application.
- **You** will bring your CPT application, with pages 2 and 3 completed, along with your printed offer letter to either SEO 820, 818, or 816.
- **The ECC** will review your CPT application and complete page 4.
- **The ECC** will provide you with permission to register for ENGR 289.
- **You** will register for ENGR 289 online on your own.
- **You** will drop off your CPT application to OIS (they will complete page 5).
- **You** will build in time for your CPT application to process. OIS requires 5 or more business days to process.
- **You** will make sure your supervisor completes your ENGR 289 evaluation in order to receive a passing grade for the class. You will receive an email reminder for the evaluation due date.
- **Note:** you will need to complete a CPT application and register for ENGR 289 for every semester, summer term, or winter break you intend to intern, even if you are continuing to work with the same company.

Be sure to visit the [OIS website](http://ois.uic.edu) for additional information on the CPT process.

*UPDATED: December 2016*