CPT Authorization Request Process

For graduate students in ECE

If you get an internship offer and need to your I-20 modified to allow you to work or you need to extend your current I-20 to the next term proceed as follows.

Step 1. Once you are offered an internship, request from the company a CPT offer letter that contains the following information:

1. Job title
2. Description of duties
3. Start date
4. End date (or duration)
5. Physical address where you will work
6. Hours per week if "full time"

Step 2. Come to Dr Hall's Office or email Dr Hall with the following documents filled out as much as you can.

A. Offer letter

B. Carefully filled out Track Completion form showing all classes taken and class(es) to be taken in coming term(s). If a course is not in track list, write it at bottom of sheet and Dr. Hall can usually substitute it for a course in track list.

C. ECE COOP form with legal page signed. This is only needed for the first term of an internship. (Form on ECE webpage or on ECE Office wall)

Step 3: Meeting or email discussion with Dr. Hall

- Dr. Hall will determine if your internship meets departmental and CPT requirements, how it fits into your overall course plan and how many ECE 504 credits you will be taking.
- You will be able to register for those ECE 504 credits after the department lifts a hold.
- During your meeting with Dr. Hall, you will be discussing
  1. How does this internship fit into your academic program?
  2. How many credits of ECE 504 will you be taking?
  3. What other classes will you be taking this term and following terms?
  4. Is this your final term of study?

- As part of the discussion you will develop a course plan using the COOP Fillable form

- The ECE Office will remove the hold on the ECE 504 section that has the number of credits agreed on in your discussion. Go on line and register for these ECE 504 credits as soon as possible (your CPT authorization could be delayed or canceled if you do not enroll in the required section. Enroll in your CPT credits as soon as possible.)
- Make PDF/JPG files of your:
  - Job offer letter (required)
  - Course plan (required) – developed with Dr. Hall

Step 4 Submit materials to ISSS with on-line form

- Complete the CPT for Graduate ECE Students e-form in WorldLink: https://worldlink.intl.pdx.edu/istart/controllers/start/StartEngine.cfm make sure to include CPT letter and Course Plan
- Submit the CPT for ECE Grad Students E-form
  - Please be sure to indicate if it will be your final term of study by ticking the check-box: "final term of study (Y/N)"

Step 5 Dr. Hall Confirms e-form information

- Once you have submitted the CPT e-form, the form will be routed to Dr. Hall for approval. He will
  - Review the information you have submitted for accuracy
  - Confirm that it is your final term of study (if applicable)
  - Add any notes he thinks OISSS may need

Step 5: OISSS processes the CPT request

- An OISSS advisor will review and process your request, typically following up with you by email if they have questions or need additional information.
- A new I-20 will be created for you and send you a confirmation email when the I-20 is ready for you. This I-20 is your employment authorization. Without it, you are not authorized to begin employment!
- Please check the information on page 2 of your I-20 to make sure it is accurate. If anything changes about your job (location, number of hours per week, etc.), please let us know before the change happens! Because CPT authorization is employer and job specific, your I-20 will need to be amended before you may continue working!

REMEMBER: You are not authorized to work until after your CPT request has been processed.