

How to Apply for Fall 2017 CPT & Register for ENGR 289

In order to begin processing your CPT application, **be sure to complete pages 1, 2, and 3** of the CPT application **BEFORE** you visit the Engineering Career Center (ECC) in SEO 820/818/816. Please visit 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>.
- 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 your employer enters the correct dates (listed below) on Page 3 of CPT application

- For Fall CPT, your start date cannot be before August 28. The end date cannot be after December 15.
 - If you are graduating in the Fall of 2017, you CANNOT work past December 15.
 - If you are not graduating in the Fall of 2017, you CAN work over the December break. Please visit with a member of the ECC to discuss the CPT application process for work during December break.
- Note:** part-time CPT is 20 hours or less per week. You can only work part-time during the Fall Semester.
- 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 (OIS will complete page 5).
- You** will build in time for your CPT application to process. **OIS requires 5 or more business days to process your CPT application.**
- 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, or summer session you intend to work, even if you are continuing to work with the same company.

Be sure to visit the [OIS Website](#) for additional information about the CPT process