Workflow Routing

1. The Curricular Practical Training form begins with international student submission.

2. The form will route to the Academic Advisor the student lists on the form.

3. The Academic Advisor will review and the form will route to the International Student Advisor.

4. The student will be notified by email of the final result. If approved, the student should pick up an I-20 with work authorization within 3 business days. If denied, the student is referred back to the International Student Advisor for an explanation.
Student has filled out CPT Clearance Form online

One link to the view application & job offer is emailed to the academic advisor

Academic advisor reviews application & job offer

Is the job related to student's major?

Yes

Academic advisor checks related boxes

No

Academic advisor checks "Employment does not satisfy the above requirement" and is welcome to add comments in Comment Box

CPT form is sent to the International Center for final approval

1. The academic advisor logs in through the link.
2. The job offer document is located in the bottom right.
3. The academic advisor fills in the academic advisor section.
4. The academic advisor hits "Submit/ Save" when ready.
1. The Curricular Practical Training form begins with **international student submission**.

   a. **Form submission:**

   ![Curricular Practical Training Clearance Form](image)

   - **Student Information**
     - Bronco Number: 000604861
     - Email Address: RJSMBK@cpp.edu
     - First Name: BOKAN
     - Last Name: SHIH
     - Company Name:
     - Company Address:
     - City: CA
     - State: CA
     - Zip Code: 91701
     - Company Phone:
     - Brief Description of Duties:
     - Student's Position Title:

   - **I have a Social Security Number**: [ ] Yes [ ] No

   - **I have attended a CPT Workshop**: [ ] Yes [ ] No

   - **Work Schedule**: [ ] Part Time (20 hours or less per week) [ ] Full Time (over 20 hours per week)

   - **CPT Request Type**: [ ] This is my first CPT request for this company [ ] I am renewing a CPT request for a previously approved company

   - **Start Date**: [ ] End Date:

   - **Job Offer Letter**
     - Job Offer Letter:
     - Attach Job Offer Letter

   - **For Academic Advisor or Internship Coordinator**
     - Please enter your Academic Department Academic Advisor or Internship Coordinator Name and @cpp.edu email address below. A valid name and email address is required to route this form for the necessary review.
     - Advisor Name:
     - Advisor’s Email Address:

   - **International Center**
     - Your request for CPT final review by an International Student Advisor is required before you can begin working. Additionally, you must pick up and sign the I-20. You will be notified when the I-20 is ready for your signature at the International Center.

   - **Submit / Save**

   **1/24/2020 DRAFT**
b. **Student receives Autoreply:**

![Email image]

Dear Bokai Shihe - 000094081,

Thank you for submitting your Curricular Practical Training Form, it has been received.

**International Center**  
Building 1, Room 104

2. The form will route to the Academic Advisor the student lists on the form.
   a. **The Reviewer receives an email auto-notification to review the CPT Form and job offer letter.**

![Email image]

Dear Academic Advisors,

As you know, international students must receive authorization to work off-campus from an International Student Advisor. The employment authorization is called Curricular Practical Training (CPT). One criterion necessary to provide the authorization is that the employment must be related to the student's major. In some cases, this may be obvious, but in others, we ask for the help of the Academic Advisor to determine relatability of employment to the major.

You have received this email with a link to a CPT eForm. Can you please log into OnBase, review the job offer letter, and select from among the options given in the form?

New Curricular Practical Training Form for Bokai Shihe - 000094081  

You are welcome to provide any additional comments in the space available.

Thank you,  
**The International Center**

b. **The Advisor clicks on the link which takes them to the CPT Form and Job Offer letter.**
c. The log-in screen will look like the following. Your username is the same as you use for your email, however please do NOT include “@cpp.edu”. Your username may appear capitalized, that’s okay. Your password is the same as the one you use for email, please still enter your password case-sensitive.

![PolyDoc Login Screen]

3. The Academic Advisor will review the form, provide feedback, then route the form to the International Student Advisor.

a. Advisor logs into the system and sees a CPT request in Workflow. Select any row to view the form submitted by the student. The form will load in the bottom window.

![Workflow Screen]

**Curricular Practical Training Clearance Form**

Curricular Practical Training (CPT) is work authorization for temporary paid or unpaid employment for an international student. Curricular Practical Training must be integral to the degree program. Attendance at a CPT workshop is mandatory. [Click here for a list of available workshop times]

The approval of an Internship Coordinator or Advisor is the student’s academic department is required. Work authorization approval is valid for specific dates during one semester. Students must reapply for CPT at the International Center every term they would like to work.

If a student works before or after the dates of the employment authorization on his/her I-20, the student is working without proper authorization and jeopardizes their F-1 visa status.

A job offer letter from the employer is required for first time requests.

**Form Information**

**Student Information**

<table>
<thead>
<tr>
<th>Identification</th>
<th>Email Address *</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000840391</td>
<td><a href="mailto:shih@cpp.edu">shih@cpp.edu</a></td>
</tr>
<tr>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>BOKAI</td>
<td>SHIEH</td>
</tr>
<tr>
<td>Company Name *</td>
<td>Test Company</td>
</tr>
<tr>
<td>Company Address *</td>
<td></td>
</tr>
</tbody>
</table>
b. Scroll down to see the employment information the student entered and the job offer letter attached. Click on the job offer letter to view.

![Job Offer Letter](image)

* A job offer letter from the employer is required for first time requests.
* Staff members can attach .pdf or .docx files to any request. The same file can be uploaded multiple times.
* If you're having issues with the attachment control, try clearing your web browser's cache or pressing the space bar to attach documents in the Attachment section.
* If you're still unable to submit an attachment please contact an International Center staff member for alternative submission methods.

![Form](image)

For Academic Advisor or Internship Coordinator

- Curricular Practical Training (CPT) is work authorization for temporary paid or unpaid employment for an international student. Every department and college can request handles internship approval differently. The ISSO requires department advisers to assist us in determining if the proposed employment opportunity meets at least one of the required conditions for authorization:
  1. Employment is directly related to the student's major
  2. Degree Credit Requirement; required for all students in the degree program for graduation, or
  3. Employment is directly related to student's thesis or senior project, or
  4. Employment fulfills the Polytechnic philosophy of the academic program

- Work authorization is valid for specific dates during one semester. Students must reapply for CPT every term they would like to work.

- Please complete the following information to help us determine whether the proposed practical training activity meets the U.S. Department of Homeland Security requirements for CPT authorization:

  **The student's expected graduation date (Term, Year)**: 
  - Fall 2020

  **Good Academic Standing**: 
  - Yes [ ] No [ ]

  **The internship employment (check all that apply)**
  - [ ] Is directly related to the student's major
  - [ ] Satisfies requirement for internship course
  - [ ] Is necessary to conduct research/data collection for an approved thesis or senior project
  - [ ] Is integral to fulfilling the Polytechnic philosophy of the student's academic program
  - [ ] Employment does not satisfy the above requirement

  **Comment Box**: 

  **Advisor Comments**: 

  **Advisor Name**: 
  - BOKU SHIEH

  **Advisor's Email Address**: 
  - SUSHIEN@CPR.COM

  **Advisor Department**: 
  - [ ]

  **Campus Phone Extension**: 
  - [ ]

  **Advisor Advising Center**: 
  - [ ]

- As the student’s Major Academic Advisor, Internship Coordinator, or Graduate Program Coordinator, I have read the job offer letter and consider the above practical training to be an integral part of the student's curriculum. To the best of my knowledge, all the above information is accurate.

- Remember to click "Save/Submit" to save your changes. Then click the "Reviewed" button near the list of pending items to forward the item to the International Center.

![Submit/Save Button](image)

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6

1/24/2020 DRAFT
d. Finally, navigate to the top of the screen and click the “Reviewed” button. This will finalize the Advisor’s review and forward the form to the International Center for a decision.

4. The international center receives the form with Advisor’s feedback, then provides a final decision.
   a. The International Center staff receives an email notification of the form in Workflow.

   A new Curricular Practical Training Form has been reviewed by an Academic Advisor or Internship Coordinator.

   Please log-in to OnBase to view and process.

   b. The International Student Advisor will review the student’s employment information as well as the Academic Advisor’s feedback then provide a final decision using the “ISC Approve” or ISC Deny” buttons in workflow. The International Center Advisor’s decision, signature, and date will automatically be captured.
5. **The student will be notified by email of the final result.** If approved, the student should pick up an I-20 with work authorization within 3 business days. If denied, the student is referred back to the International Student Advisor for an explanation.

a. **Approved Email**

Dear Bokai Shieh - 000094081,

This is to inform you that your request for CPT has been approved. You may pick up the I-20 with employment authorization and Social Security Letter in 3 business days at the International, building 1, room 104, during regular business hours.

Do not begin working until you have picked up and signed the new I-20. Take the I-20, Social Security Letter, your Job Offer Letter and passport to the Social Security Office to request an SSN. The location information is below.

Thank you,

International Center
Building 1, Room 104
international@cpp.edu

Social Security Office
960 W Mission Blvd
Pomona, California 91768

Social Security Office Phone Number
1-800-772-1213 or TTY: 1-800-325-0778

Social Security Office Hours
Monday - 8:00am - 4:00pm
b. Denied Email

Dear Bokai Shieh - 000094081,

This is to inform you that your request for CPT has been denied. CPT is work authorization for the purpose of off-campus practical training in your field of study.

You are welcome to make an appointment with your International Student Advisor to discuss the reason for the denial.

Reason:

Thank you,

International Center
Building 1, Room 104
international@cpp.edu

<table>
<thead>
<tr>
<th>Name of Advisor</th>
<th>Email</th>
<th>Advises F-1 visa students whose last names begin with:</th>
<th>Advises J-1 visa holders:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly McCullen</td>
<td><a href="mailto:kmccullen@cpp.edu">kmccullen@cpp.edu</a></td>
<td>B, D, H, I, J, T, V, W</td>
<td>Exchange students, scholars, and visitors</td>
</tr>
<tr>
<td>Rigzin Norbu-Win</td>
<td><a href="mailto:rknorbu@cpp.edu">rknorbu@cpp.edu</a></td>
<td>A, O, K, M, P, R, X, Z</td>
<td>*All Masters of Interior Architecture students (MIA)</td>
</tr>
<tr>
<td>Mika Ozaki-Gonzales</td>
<td><a href="mailto:mikao@cpp.edu">mikao@cpp.edu</a></td>
<td>C, E, F, L, N, O, Q, S, U, Y</td>
<td></td>
</tr>
</tbody>
</table>