

OnBase Workflow Guide

Curricular Practical Training Clearance Form

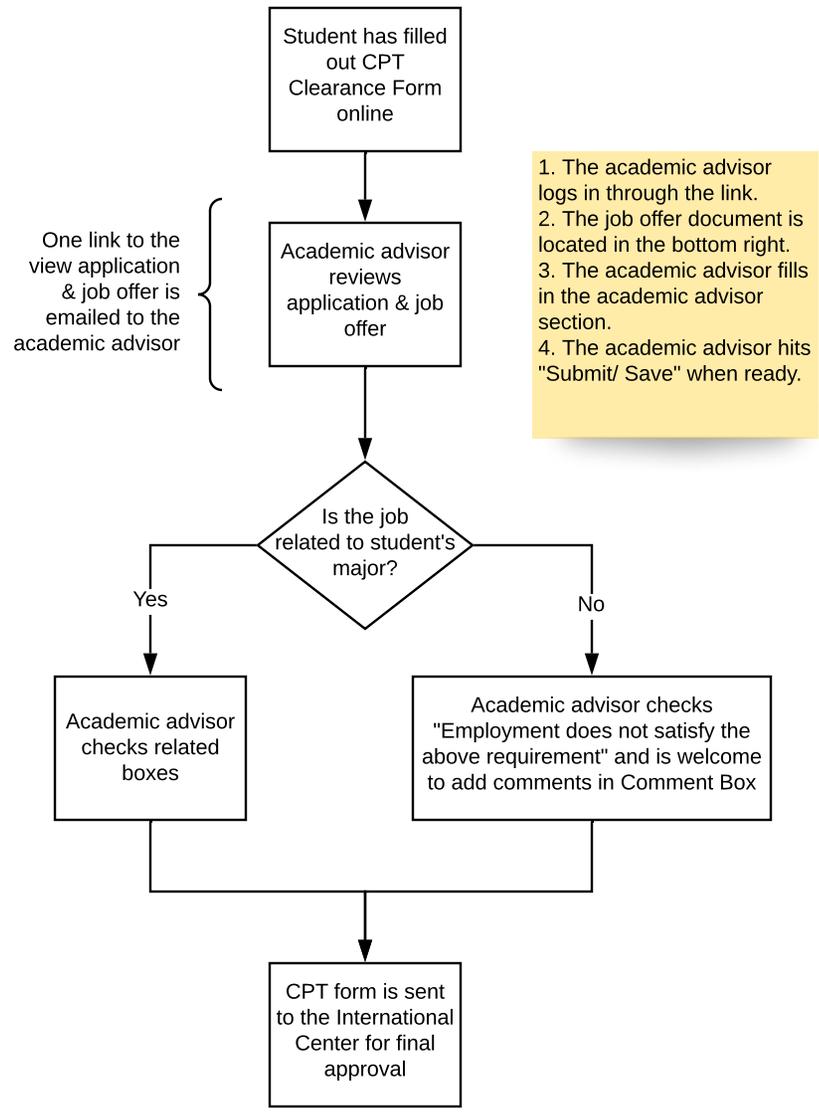
Web Client

OnBase Version: 18.0.1.42

Date: 01/17/2020

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.



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

a. **Form submission:**

Curricular Practical Training Clearance Form

California State Polytechnic University, Pomona

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 in 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.

Student Information

Bronco Number	Email Address *		
000094081	BJSHIEH@CPP.EDU		
First Name	Last Name		
BOKAI	SHIEH		
Company Name *			
Company Address *			
City *	State *	Zip Code *	Company Phone *
	CA		
Brief Description of Duties *			
Student's Position Title *			
I have a Social Security Number * (Information regarding Social Security Numbers)			
<input type="radio"/> Yes			
<input checked="" type="radio"/> No			
I have attended a CPT Workshop *			
<input checked="" type="radio"/> Yes			
<input type="radio"/> No			
Work Schedule *			
<input checked="" type="radio"/> Part Time (20 hours or less per week)			
<input type="radio"/> Full Time (over 20 hours per week)			
CPT Request Type *			
<input checked="" type="radio"/> This is my first CPT request for this company			
<input type="radio"/> I am renewing a CPT request for a previously approved company			

* Please enter the anticipated start and end date for your internship employment.
* To allow time for Advisor Approval and International Center processing, please make sure the start date is **at least 1 week from today.**

Start Date *	End Date *

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

* For screen reader users please press the space bar to attach documents in the Attachment section.

* If you're having issues with the attachment control, try to clear your web browser's cache or use an InPrivate/Incognito window. Reload the form to try again. If you are still unable to submit an attachment please contact an International Center staff member for alternative submission methods.

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.

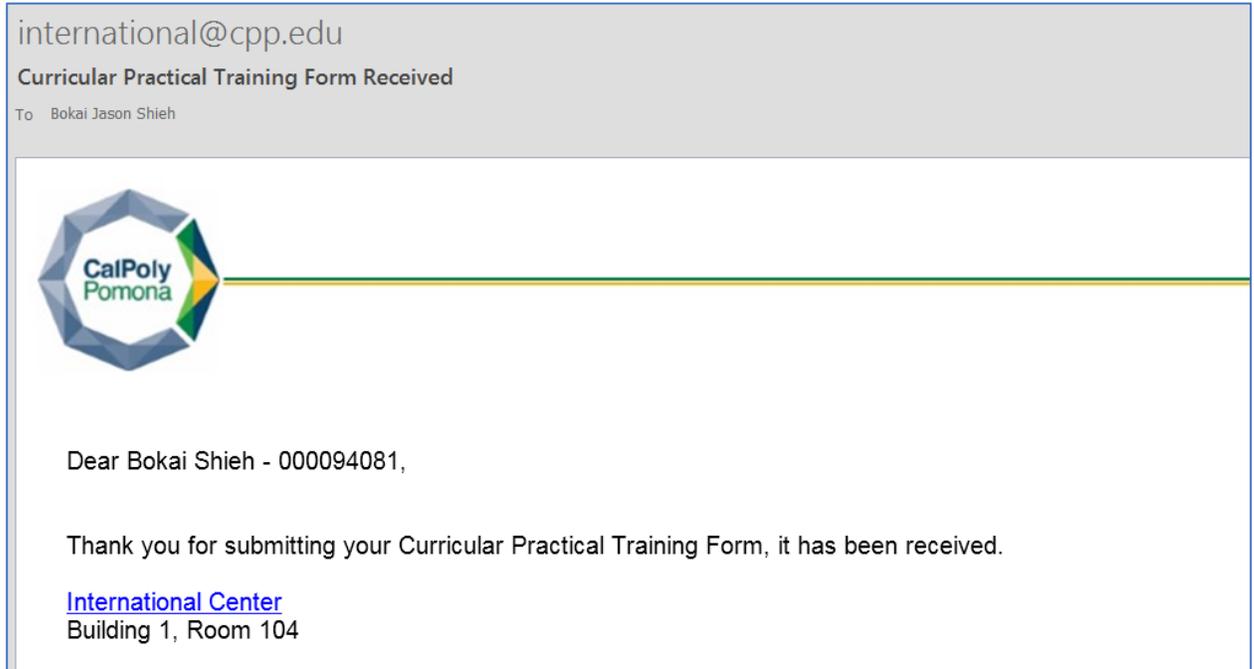
Advisor Name *	Advisor's Email Address *

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 CPT I-20. You will be notified when the I-20 is ready for your signature at the International Center.

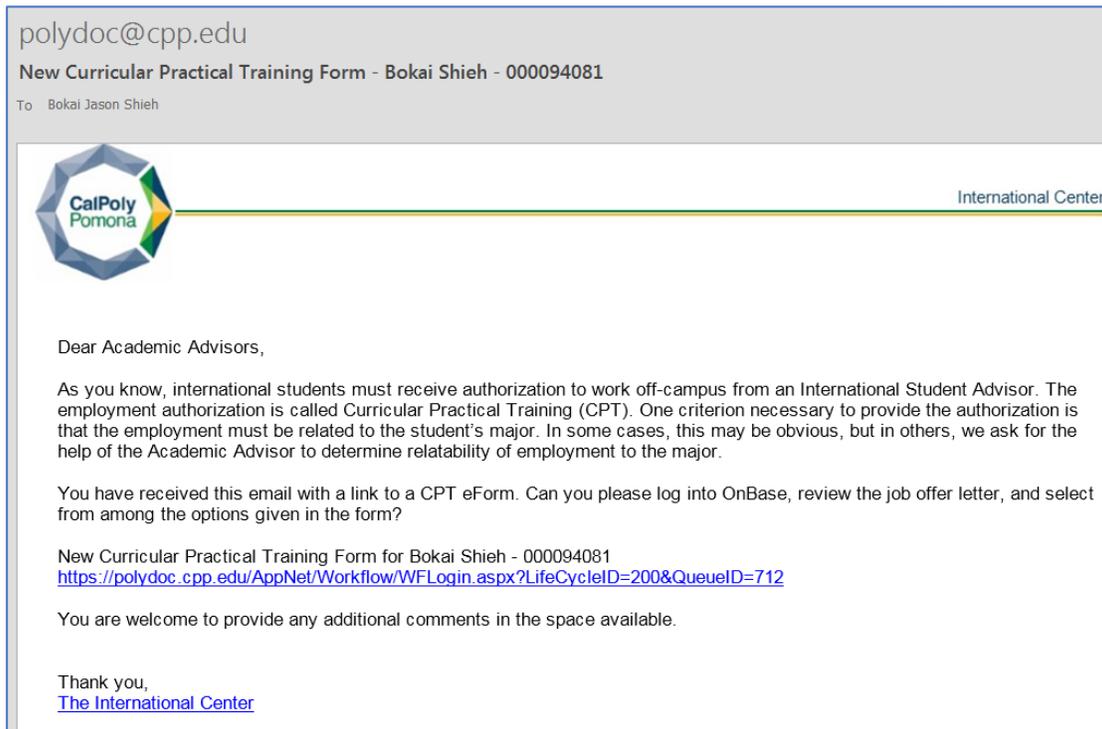
Submit / Save

b. **Student receives Autoreply:**



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.**



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.



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.

Curricular Practical Training Clearance Form
California State Polytechnic University, Pomona

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The approval of an Internship Coordinator or Advisor in 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

Bronco Number	Email Address *
000094081	BJSHIEH@CPP.EDU
First Name	Last Name
BOKAI	SHIEH
Company Name *	
Test Company	
Company Address *	

- 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.

This is my first CPT request for this company
 I am renewing a CPT request for a previously approved company

* Please enter the anticipated start and end date for your internship employment.
 * To allow time for Advisor Approval and International Center processing, please make sure the start date is **at least 1 week from today**.

Start Date* **End Date***

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

* For screen reader users please press the space bar to attach documents in the Attachment section.

* If you're having issues with the attachment control, try to clear your web browser's cache or use an InPrivate/Incognito window. Reload the form to try again. If you are still unable to submit an attachment please contact an International Center staff member for alternative submission methods.

Job Offer Letter (1)

Job Offer Letter*
ISC - Attachments -- BOKAI SHIEH - 1/27/2020

[Attach Job Offer Letter](#)

- c. Advisor reviews the student information. When ready, scroll down to the Academic Advisor section and provide appropriate feedback by completing the form. Remember to click **SUBMIT/SAVE** to save your feedback.

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 on campus 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) Course 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)*
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* **Advisor's Email Address***

Advisor Department **Campus Phone Extension**

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 of 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

- 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.

The screenshot shows the OnBase software interface. At the top left is the OnBase logo. Below it are navigation options: 'LIFE CYCLE VIEW' and 'WORK FOLDER'. The main area is an 'Inbox' with a table of items. The table has columns for 'NAME' and 'ENTRY DATE'. One item is listed: 'ISC - CPT eRequest Form - BOKAI SHIEH - 000094081 - 1/27/2020 [ADVISOR]' with an entry date of '1/27/2020 3'. Below the table, there are two buttons: 'Items: 0' and 'Items: 1'. The 'Items: 1' button has a red box around it and a 'Reviewed' icon. Below the inbox is a section titled 'Curricular Practical Training Clearance Form' for California State Polytechnic University, Pomona. A note at the bottom states: 'Curricular Practical Training (CPT) is work authorization for temporary paid or unpaid employment for an international student. Curricular Practical Training must be integral'.

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.

The screenshot shows an email notification. The header is 'Polydoc Support and Administration'. The subject is 'New Curricular Practical Training Form - Bokai Shieh - 000094081'. The recipient is 'To: Bokai Jason Shieh'. The body of the email contains the following text: 'A new Curricular Practical Training Form has been reviewed by an Academic Advisor or Internship Coordinator. ISC - CPT eRequest Form - BOKAI SHIEH - 000094081 - 1/27/2020 [ISC] 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.

The screenshot shows the OnBase software interface. At the top is the 'Queue Tools' menu with options: 'File', 'Home', 'Workflow', 'Document', and 'Queue Administration'. Below the menu are several icons for actions: 'Change Layout', 'Close This Layout', 'Secondary Viewer', 'Primary Viewer', 'Refresh', 'Apply Filter', 'Auto Work', 'Override Auto-feed', 'Route Item', 'Take Ownership', 'Release Ownership', 'Execute Script Task', 'ISC Approve', and 'ISC Deny'. Below the icons is a section titled 'International Center' with the following text: '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 CPT I-20. You will be notified when the I-20 is ready for your signature at the International Center.' Below this text are three input fields: 'Decision Dept' with the value 'APPROVED', 'Signature Dept' with the value 'BOKAI JASON SHIEH', and 'Date Dept' with the value '01/27/2020'.

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**

international@cpp.edu
Curricular Practical Training Form Approved
To: Bokai Jason Shieh



International Center

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 91766

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

Social Security Office Hours
Monday 9:00am - 4:00pm

b. Denied Email

international@cpp.edu
Curricular Practical Training Form Denied
 To Bokai Jason Shieh



International Center

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

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