Instructions for EE298i (Undergraduate)

1. Go to [here](#) and look for CPT (EE298i).

2. Select the correct form you need. (Application form before vs after the add date)
   **item k indicates the greensheet syllabus**
   - CPT (EE298i)
     a.) Application for EE 298i before the last day to add a class for the semester
     b.) Application for EE 298i after the last day to add a class for the semester
     c.) Upload your copy of your new updated I-20 with a new company name,
        on Canvas Only. Please do not submit the hard copy to the EE office
     d.) **IMPORTANT:** Use the DocuSign form which includes all the below items in a
        single transmission to your academic advisor
     e.) Application form EE298i
     f.) Employment Letter
     g.) CPT form from ISSS office
     h.) [Unofficial Transcript](#) (Instructions) and [Current Enrollment](#) (Instructions)
     i.) Internship information submission form Spring 2021 - will open in
        November 2020
        Internship information submission form Summer 2020 - Closed
        Internship information submission form Fall 2020 - Closed
     j.) Copy of SJSU [Unofficial Transcripts](#) (Instructions) and
        [Current Enrollment](#) (Instructions) and Progress Report
     k.) Enrollment in EE 298i [Syllabus](#)

3. Please fill out your name and preferred email address in DocuSign, then select
   “Begin Signing”.

![DocuSign Form](#)
4. Check your email to get access code to view the document. It shows “signing validation code” in your email.

5. Please fill out all the necessary and required information in DocuSign indicated as red and required.

6. Please include required attachments to the form. Instructions on how to get the attachments are clearly indicated in a separate page.
7. Please also fill out the google form according to the semester that you are requesting for CPT, otherwise your application will not be considered.

8. Select “Finish” when you are done.

9. You will receive a “completed DocuSign” email once every party has finished signing the form.

*If you have any questions, please email* electrical.engineering@sjsu.edu