Instructions for EE298i (Graduate)

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

2. Select the correct form you need. (Application form before vs after the add date)
   **Application for Curricular Practical Training (CPT) & Enrollment in EE 298i**

   Please complete the CPT application via DocuSign below, if you have any questions related to CPT contact Marta Ramirez-rodenas
   International Graduate Student Advisor ENG 116

   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 or to Marta
   d.) **IMPORTANT**: Use the DocuSign form which includes all the below items in a single transmission to your academic advisor
   e.) Application for EE298i
   f.) CPT form from ISSS office
   g.) Copy of offer letter
   h.) *Unofficial Transcript (Instructions), Current Enrollment (Instructions), and Course History (Instructions)*
   i.) Internship information submission form Spring 2021 - Open
      Internship Information submission form Summer 2020 - Closed
      Internship information submission form Fall 2020 - Closed
   j.) Enrollment in EE 298i *Syllabus [PDF]*

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

![PowerForm Signer Information](#)
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.

**If you have copy of approved graduate candidacy form, please also upload it.**
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