



# How To Approve a Student's ISS Request as an Academic Approver





You will receive an email from the  
ISS team stating the type of  
request and the student's name.



## International Students and Scholars

### Curricular Practical Training Request Requires Approval

Dear Genoveva Villa:

Test Genevieve Test Villa is requesting Curricular Practical Training, which requires academic authorization and has identified you to provide authorization.

Please follow the link below to respond to this request:

[CPT Request](#)

Client Name: Test Genevieve Test Villa

Client ID Number: \*\*\*\*\*3796

Your Login ID: [gvilla2@scu.edu](mailto:gvilla2@scu.edu)

Your Password: 4F4E5F5-EA

To view the request, you will  
need to click on the link with  
name of the request.

Please contact [iss@scu.edu](mailto:iss@scu.edu) with any questions. Thank you for your time and attention to this matter.

International Students and Scholars Team

Tel: 408-551-3019

Email: [iss@scu.edu](mailto:iss@scu.edu)

Web: <https://www.scu.edu/globalengagement/>

CONFIDENTIALITY NOTICE: This email message, including all attachments, is for the sole use of the intended recipients and may contain confidential and privileged information.

International Students and Scholars  
Aloysius Varsi Hall, Santa Clara University  
500 El Camino Real, Santa Clara, CA 95053





You will arrive at the login page and all the information will be prepopulated.

## Login to Review / Comment on an E-Form Request

Please comment / review on the request you received via an email from our system. Use the credentials given to you in the email message to log into this system. This request was generated when an international student or scholar made an online request of the international office that needs a secondary verification.

(\*) Information Required

Client ID Number (Student - Employee University ID)

\*\*\*\*\*3796

Your Login ID\*

gvilla2@scu.edu

Your Password \*

.....

**You *cannot* access the system with your university network ID and password. The login ID and password to use was included in the email that you received. You must use the information from that email to log into the system.**

Login

Proceed to click Login



Global Engagement  
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Click on the link at the top to view the student's responses.

## CPT Request

The following links provide you with information submitted as part of the e-form request tied to the following client record:

 [✓ CPT Request](#)

(\*) Information Required

CLIENT NAME & ID NUMBER: TEST GENEVIEVE TEST VILLA | \*\*\*\*\*3796

### COMMENTS / REVIEW FOR CPT REQUEST

The above listed student SCUID TEMP783796 is requesting CPT.

Please review the request - click on the link to see the attached job letter

CPT Course/Title provided by student for this request

ENGR 289

Is the course appropriate?\*

☐ Yes

☐ No

Student stated *academic objectives and skills/experiences to be gained*: Learn Python Practice programming and backend development.

Do the students stated objectives align with the academic objectives of the course and do you thus approve of this request?\*

☐ Yes

☐ No

**Submit**



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By clicking on the link, you can view the information the student provided.

## CPT REQUEST

### E-Form Data

Field	Value
Anticipated Graduation Term	Spring
Anticipated Graduation Year	2025
Course/Title (i.e. ENGR 289)	ENGR 289
Academic Program Approver Name	Genoveva Villa
Academic Program Approver Email	gvilla2@scu.edu
Re-type Academic Program Approver Email	gvilla2@scu.edu
Academic Approver Phone Number	408-976-5647
Job Title	Software Engineer
Company Name	Apple
Are you working for a staffing agency (third party) who is issuing your paycheck?	No
Employment Address Line 1	One Apple Park Way
Employment Address Line 2	
Employment City	Cupertino
Employment Address State	California
Employment Address Zip	95014
Supervisor Name	Veronica
Supervisor Email	Martinez
Supervisor Phone	408-978-5321
CPT Hours	02
Number of Hours per Week	20
Hidden Part Time	02
Pay Rate (\$/hr)	28
Start Date	01/06/2025
End Date	03/21/2025
List the academic objectives for the work period and what skills/experiences you will be gaining	Learn Python Practice programming and backend development.
Upload signed and dated CPT job Letter	File Uploaded
Enrollment History	
I-20 Program Start Date	2024-09-23 00:00:00.0
I-20 Program End Date	2024-12-13 00:00:00.0
I-20 OPT Start Date	
I-20 OPT End Date	
Max I-20/OPT End Date	2024-12-13 00:00:00.0
I-20 Program Degree Level	Bachelor's
I-20 Program Primary Major	Psychology, General

### Attached File(s)

 Document Updated on 11/15/2024 Employment Letter (client e-form)

The offer letter can be viewed by clicking here.



After reviewing and confirming the information, you can proceed to complete the form and click Submit.

## CPT Request

The following links provide you with information submitted as part of the e-form request tied to the following client record:

### ✓ CPT Request

(\*) Information Required

CLIENT NAME & ID NUMBER: TEST GENEVIEVE TEST VILLA | \*\*\*\*\*3796

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☒ Yes

☐ No

Submit



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You will receive confirmation that  
the eForm has been sent to the ISS  
team for approval.

## CPT Request

The following links provide you with information submitted as part of the e-form request tied to the following client record:

✓ [CPT Request](#)

### FORM SUBMITTED

Thank you for submission of this information. The International Students and Scholars Team will review what you submitted concerning this CPT Request.

