

## Instructions for International Graduate Students Applying for CPT Authorization for an Internship during Summer and Winter Break

You can apply for Curricular Practical Training (CPT) authorization when you have received a summer or winter internship offer from the employer. You will need: **a formal job offer letter, enrollment in a one credit independent study engineering course to maintain your student status and a completed "Experiences" Contract in Handshake.** Please familiarize yourself with the CPT authorization guidelines by visiting the **International Programs Office (IPO)** webpage on CPT: <https://www.umass.edu/ipo/iss/curricular-practical-training-cpt>

### PLEASE FOLLOW THESE STEPS:

1. The job offer letter must contain the following:
  - Be addressed to you **and** written on company letterhead
  - Provide a job title and brief description of duties
  - The number of hours student will work per week (students may work up to 40 hours per week during summer or winter session).
  - An exact employment start and end date
  - Complete address where the work will take place (street, city, state and zip code)
  - Salary and related compensation
2. **Enroll in a one (1) credit Independent Study** through the Continuing Education and Professional Development Program (CPE) using the following form: [www.umass.edu/cpe/form/indep-study.pdf](http://www.umass.edu/cpe/form/indep-study.pdf). Bring this form and your offer letter to your Academic Advisor and then to your Graduate Program Director (If your GPD is not available, the Associate Dean of the College of Engineering, Professor Russell Tessier can sign), for their signatures in the **INDEPENDENT STUDY/PRACTICUM section of the form**. Once signed, please scan and email this form to [regoff@cpe.umass.edu](mailto:regoff@cpe.umass.edu) at CPE to register.
3. **Log into Handshake and click "Career Center" on the top right hand side of your page. In the dropdown, click "Experiences." Click "Request an Experience." In the details box, in the "Experience Type" field, choose the type: International Graduate Students: Summer or Winter Break Paid Experience (Required for CPT). Fill in each section and check for accuracy!**
4. **After completing the above steps, making sure that your 1 credit course shows up in SPIRE,** and you have all documents ready to upload, you are now able to apply for CPT authorization **online** through the **IPO's Eform Portal** at: <https://sun-prd.erp.umasscs.net/istart/controllers/client/login.html>
5. After logging in, the **Eform** will prompt you to upload appropriate documents and go through all necessary steps for your CPT authorization.

**Additional Questions?** Please contact the Engineering Career Center at (413) 545-4558 or contact Richard Yam, International Student Advisor at the IPO, (413) 545-2710 or [ryam@ipo.umass.edu](mailto:ryam@ipo.umass.edu).

\*Please refer to the IPO website on work visas and CPT & OPT: <https://www.umass.edu/ipo/iss/visa/student-employment> for a more comprehensive understanding of how going on CPT may affect your eligibility for future post-completion Optional Practical Training (OPT), travel considerations, and social security card information.\*