

Instructions for **International Master's Thesis and PhD Students** Applying for CPT Authorization for a **Semester Long Internship**

You can apply for Curricular Practical Training (CPT) authorization when you have received an internship offer from the employer. You will need: **a formal job offer letter, enrollment in a one credit independent study engineering course, a completed Graduate Externship application 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 the student will work per week
- 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

(Please note: A "Semester long" Internship must span the entire academic semester)

2. Enroll in a one (1) credit Independent Study course within your engineering major.

Meet with your Graduate Program Director to fill out the form for this course. If your GPD is unavailable, Professor Russell Tessier, Associate Dean of the College of Engineering, can also sign.

3. To complete the Externship application, these forms need to be filled out and signed:

- Employment Verification
- Request for Tuition Credit/Academic Approval Form
- Externship Evaluation (Complete Post-Co-op)

These forms and a full description of the Graduate Externship Program can be found at: <https://www.umass.edu/gradschool/funding-support/graduate-assistantship-office/externship-policy-procedures>. **Bring your completed and signed Request for Tuition Credit/Academic Approval forms and all employer documentation to the Graduate School Assistantship Office (517 Goodell Building).**

4. 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: Semester or Semester Plus Paid Experience for Master's Thesis and PhD Students only (Required for CPT)

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5. Fill in each section and check for accuracy!

6. 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>

7. 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.

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.