

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, an appointment with the Engineering Career Center, 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 and is only authorized for Master's thesis and PhD students)

2. Engineering Career Center: Schedule appointment with Christina Mata via Handshake or cmmata@umass.edu to review offer letter and required CPT process.

3. Enroll in a one (1) credit Independent Study course within your engineering major. Bring your offer letter and meet with your advisor to fill out the form for this course. Have your Advisor and your GPD sign. Professor Russell Tessier, Associate Dean of the College of Engineering, can sign if your GPD is unavailable.

4. 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-experience)

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).**

5. 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 or Summer PAID Experience (Required for CPT). Attach your offer letter here as well. Once approved, you will receive an email.**

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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?serviceid=EFormCurricularPracticalTrainingCPTRequest1ServiceProvider>
7. After logging in, the **Eform** will prompt you to upload the appropriate documents (offer letter and screenshots of Handshake Experience approval and Independent Study credit in Spire).

Additional Questions? Please contact the Engineering Career Center at (413) 545-4558 or contact Ken Reade, Director of International Student & Scholar Services at the IPO: (413)-545-5251 or kjreade@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.

6/25/19