

Instructions for International Master's and PhD Students Applying for CPT Authorization for a Semester Long Co-op

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 to be in compliance with your student Visa, 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 student employment: <https://www.umass.edu/ipo/iss/f-1-student-employment>

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 (Must be FT for non-thesis students)
- 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 Co-op" must span the entire academic semester and must not overlap with a summer or winter break term; offers that extend beyond a semester require additional approvals.)

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

3. Enroll in a one (1) credit Independent Study course within your engineering major. You will need to meet with your advisor to review the offer letter, request approval for the co-op and have your advisor register you for the Independent Study course. You will then need to apply for a **Graduate Externship** through the Graduate School and obtain approvals from your department and Professor Russell Tessier, Associate Dean (tessier@engin.umass.edu). **Please note that you may only register for one, 1 credit course (Independent Study) for the semester that you apply for a Graduate Externship and participate in a semester long co-op.**

4. For the Graduate Externship application, these forms need to be filled out and signed:

- Request for Tuition Credit/Academic Approval Form
- Employment Verification (Employer fills out and signs)
- Externship Evaluation (Complete post-experience)

The forms can be found at http://engineering.umass.edu/externship_application_2020

Please send your completed and signed "Request for Tuition Credit/Academic Approval" form and all employer documentation to Debra Britt at the Graduate School Assistantship Office at: dbritt@grad.umass.edu. **Please make sure to CC cmmata@umass.edu in your email!**

Log into Handshake and click "Career Center" on the top right hand side of your page. Click "Experiences" then "Request an Experience." In the "Experience Type" field, choose: [International Graduate Students Internship or Externship for Credit Experience Contract \(Required for CPT\)](#) If you need help filling out the form, please see the [Handshake Instructions](#). Once approved, you will receive an email.

5. After completing the above steps, make sure that your 1 credit course shows up in SPIRE and have all documents ready to upload in order to apply for CPT authorization online through the **IPO's Eform Portal by visiting the CPT page of the IPO website: <https://www.umass.edu/ipo/node/18162>**

6. 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 Christina Mata, Assistant Director, Graduate Career Programs, Engineering Career Center: cmmata@umass.edu or Katie Ahlman, International Student and Scholar Advisor at the IPO: kahlman@umass.edu

Please refer to the IPO website on work visas and CPT & OPT: <https://www.umass.edu/ipo/iss/f-1-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.

4/16/2021

