

## Instructions for International Graduate Students Applying for CPT Authorization for an Internship during Summer or 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, an appointment with the Engineering Career Center, enrollment in a one credit independent study engineering course to be in compliance with your student Visa, 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  
(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

**(Please note: A summer or winter break internship must not overlap with an academic semester)**

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

**3. Meet with your advisor (cc-ing Professor Tessier: [tessier@umass.edu](mailto:tessier@umass.edu) ) with your offer letter for approval for both your internship and the one (1) credit Independent Study course required. Have your advisor email Professor Russell Tessier ([tessier@umass.edu](mailto:tessier@umass.edu)) with the offer letter and their approval for the internship & IS credit, make sure to cc [cmmata@umass.edu](mailto:cmmata@umass.edu). **You must have approval from both your advisor and Professor Tessier before you can register for your independent study credit!** Enroll in the Independent Study credit through the University Without Walls (UWW). Complete [UWW Independent Study Enrollment Form](#). Upon submission, an email will be sent to your Faculty Sponsor with instructions on how to approve your request. You will receive a copy of the email to serve as confirmation that the request was sent to your Faculty Sponsor for approval. Once UWW receives approval from your Faculty Sponsor, you will be enrolled in the course and will be notified at your UMass email address. Once registration is complete, you will see the credit in [SPIRE](#).**

**4. 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) and complete your request.** 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 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](mailto:cmmata@umass.edu) or Katie Ahlman, International Student and Scholar Advisor at the IPO: [kahlman@umass.edu](mailto:kahlman@umass.edu)

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

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