

Instructions for **International Undergraduate Students** Applying for CPT Authorization for a **Semester-long Co-op**

You can apply for Curricular Practical Training (CPT) authorization when you have received a Co-op offer from the employer. You will need: **a formal job offer letter, signed Departmental Permission form and Placement Requirements form to be away on co-op and a completed "Experiences" Contract in Handshake as part of the CPT application process.** Please familiarize yourself with the CPT authorization guidelines by visiting the **International Programs Office** 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
- Specify the start date and the end date of the co-op
- Complete address where the work will take place (street, city, state and zip code)
- Salary and related compensation

2. Complete the Department Permission and Placement Requirement forms. Bring these forms and your offer letter to your Academic Advisor to sign (CE and CHE majors bring these to your Undergraduate Program Director). These forms can be found at: <https://www.umass.edu/careers/internships/forms> If you have less than 45 credits or a GPA under 2.0, you will also need a Dean's Approval Form.

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: **Cooperative Education (Co-op: Semester or Semester plus Summer or Winter Break). You will need to have your documents ready to upload. Fill in each section and check for accuracy!**

4. After completing the above steps 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>**

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 view the International Programs Office's F Visa CPT & OPT Information Page 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.

8/20/18