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](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](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 – For Domestic and International Undergraduates – No Credit, PAID, 3-9 months (Semester or Semester plus (CPT approval REQUIRED by IPO for International students)** 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](https://sun-prd.erp.umasscs.net/istart/controllers/client/login.html)

**Additional Questions?** Please contact the Engineering Career Center at (413)545-4558 or Kenneth J. Reade Director of International Student & Scholar Services International Programs Office at kjreade@ipo.umass.edu or 413-545-5251.

*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.*

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