

Instructions for **International Undergraduate Students** Applying for CPT Authorization for an **Internship**

You can apply for Curricular Practical Training (CPT) authorization when you have received a summer internship offer from the employer. You will need: **a formal job offer letter, enrollment in a one credit independent study engineering course to maintain your student status 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 student will work per week (students may work up to 40 hours per week during vacation times or up to 20 hours per week during the academic year unless you are going on co-op)
 - 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
2. **Enroll in a one (1) credit Independent Study** through the Continuing Education and Professional Development Program (CPE) using the following form: www.umass.edu/cpe/form/indep-study.pdf. Bring this form and your offer letter to your department's designated faculty member and then to the Associate Dean of the College of Engineering, Professor Russell Tessier, for their signatures in the **INDEPENDENT STUDY/PRACTICUM section**. Once signed, please scan and email this form to regoff@cpe.umass.edu at CPE to register.
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 SUMMER ONLY).** Fill in each section and check for accuracy!
4. **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>
5. After logging in, the **Eform** will prompt you to upload appropriate documents and go through all necessary steps. In the "Academic Advisor" section of the **Eform**, please fill in the name of the designated faculty member who signed your Independent Study Form.

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 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.

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