

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 semester Co-op offer from an employer. You will need: **a formal job offer letter, an appointment with the Engineering Career Center, a signed Departmental Permission form, Placement Requirements form, and Field Experience Risk Acknowledgement Form and a completed Experiences Contract in Handshake.** Please familiarize yourself with the [UMass Co-op Process](#) and CPT authorization guidelines on the **International Programs Office (IPO)** webpage: <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 student will work per week (UMass Co-ops require 30-40 hrs/week)
- An exact start and end date for the co-op
- Complete address where the work will take place (street, city, state and zip code)
- Salary and related compensation

2. Engineering Career Center: Schedule appointment with Sally Darby via Handshake or sdarby@umass.edu to review offer letter, required CPT process, and department faculty contact.

3. Complete the following forms (Less than 45 credits or GPA under 2.0 also requires Dean's Approval Form.) **Forms can be found** at: <https://www.umass.edu/careers/internships/forms> .

- **Department Permission Form:** You will need to meet virtually or via email with your department's designated faculty contact to review your offer letter, discuss course selection for the semester you return and have them sign this form. Please use the **Email Template provided below and include all people noted in the email.***
- **Placement Requirement Form:** Completed and signed by student.
- **Field Experience Risk Acknowledgement Form:** Completed and signed by student.

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: **Undergraduate Student Co-Op Experience Contract. Complete each section and Save as Draft then attach your offer letter, signed Department Permission, Placement Requirement and Field Experience Risk Acknowledgment forms and Submit.** If you have questions see [detailed Handshake instructions](#). Once your Experience is approved, you will receive an email.

5. After completing the above steps you are now able to apply for CPT authorization online through the IPO's Eform Portal at: <https://www.umass.edu/ipo/node/18162>

6. After logging in, the Eform will prompt you to upload appropriate documents (**offer letter and screenshot of Handshake Experience Approval**). In the "Academic Advisor" section of the **Eform**, please add the name of the designated faculty contact that signed your Department Permission Form.

*** Email Template for Dept. Permission Form**

Please address email to the following:

TO: (Department faculty contact)
CC: sdarby@umass.edu ; mklysako@umass.edu ; kahlman@umass.edu
Subject Line: Co-op (Student name)

Dear (Designated faculty contact here),

(Employer here) has offered me a semester co-op and I have met with Sally Darby in the College of Engineering Career Center to go over the CPT process. My next step is to meet with you virtually or via email to review my offer letter, discuss course selection for the semester I return, and have you complete my Department Permission Form. I have attached this form, as well as my co-op offer letter for your review. The offer letter contains all of the federally required information:

- **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 (UMass Co-ops require 30-40 hours per week.)**
- **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**

Thank for your time, I look forward to your response.

Best,
Student name

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.

Additional Questions? Please contact Sally Darby, Engineering Career Center: sdarby@umass.edu or Katie Ahlman, UMass IPO: kahlman@umass.edu