

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 an internship offer from an employer. You will need: **a formal job offer letter, an appointment with the Engineering Career Center, enrollment in a one credit engineering independent study to be in compliance with your student Visa, a signed Field Experience Risk Acknowledgment form and a completed *Experiences Contract in Handshake***. Please familiarize yourself with 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 (Students may work up to 40 hours per week during summer/winter breaks or up to 20 hours per week during the academic year unless you are going on a semester co-op. For co-ops, see Co-op instructions)
- 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. Engineering Career Center: Schedule appointment with Sally Darby via Handshake or sdarby@umass.edu to review offer letter, required CPT process, and faculty department contact.

3. Enroll in a one (1) credit Independent Study (IS) through University Without Walls (UWW). You will need to email your department's designated Faculty Sponsor to review your offer letter, request approval for the internship and independent study credit and obtain expectations for this credit. Once your Faculty Sponsor has approved, Associate Dean Russ Tessier also needs to review and provide approval. Please use the **Email Template provided below and include all people noted in the email.***

After you have received approval from **both** your Faculty Sponsor and Dean Tessier, you can register for your [IS/Practicum through Academic Credit](#) by completing the UWW [Independent Study/Practicum Enrollment form](#). (Note: On this form please select that you are enrolling through an Academic Department. Also, in the 'Faculty Sponsor' section, please enter the Faculty Sponsor who has approved this independent study).

An email from UWW 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. You may also check your schedule in [SPIRE](#).

4. Log into Handshake and click *Career Center* on the top right hand side of the page. Click *Experiences*, then *Request an Experience*. In the *Experience Type* field, choose: **Undergraduate Internship for Academic Credit Experience Contract**. Complete each section, **Save as Draft** then **attach your offer letter** and [Field Experience Risk Acknowledgment form](#) 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 and your 1 credit Independent Study appears in SPIRE,** 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 screenshots of Handshake Experience Approval and Independent Study credit in Spire). In the *Academic Advisor* section of the **Eform**, please use the name of the Faculty Sponsor who approved your Independent Study Form.

***Email Template for Independent Study Credit**

TO: Faculty Sponsor; Tessier@engin.umass.edu
CC: sdarby@umass.edu; kahlman@umass.edu; mklysako@umass.edu
Subject Line: Ind Study (Student name, TERM)

Dear (Faculty Sponsor here) and Professor Tessier,

(Employer here) has offered me an internship and I have met with Sally Darby in the College of Engineering Career Center to review the CPT process. I am seeking your approval for the internship and a one credit Independent Study, as well as your expectations/deliverables for this credit. Attached please find my internship offer letter for your review. It contains all of the federally required information:

- **Be addressed to student 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 summer/winter breaks or up to 20 hours per week during the academic year unless participating in a semester 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**

Once I have received approval from you both I will enroll in the engineering course number you provide for my independent study using the UWW online enrollment form.

Thank you,
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