

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, an appointment with the Engineering Career Center, 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 at **International Programs Office** (IPO) webpage: <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. **Engineering Career Center:** Schedule appointment with Sally Darby via Handshake or sdarby@umass.edu to review offer letter and required CPT process.
3. **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.
 - a) Take your offer letter and this CPE form to your department's designated faculty member for their signature in the **INDEPENDENT STUDY/PRACTICUM section.**
 - b) Bring your offer letter and the signed CPE form to the Engineering Career Center. We will obtain the Dean's signature that is also required on the CPE form and will email you when it is ready for pick up.
 - c) Scan and email the CPE form to regoff@cpe.umass.edu to register.
4. **Log into Handshake and click "Career Center" on the top right hand side of your page. In the dropdown, click "Experiences", then "Request an Experience." In the details box, in the "Experience Type" field, select: Internship for Credit – For Domestic and International Undergraduates (CPT approval REQUIRED by IPO for International students doing a PAID internship.) Fill in each section, attach your offer letter and check for accuracy!** Once approved, you will receive an email.
5. **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?serviceid=EFormCurricularPracticalTrainingCPTRequest1ServiceProvider>
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 your Spire). 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 Kenneth J. Reade, Director of International Student and Scholar Services at the IPO at kjreade@ipo.umass.edu or at 413-545-5251.

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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