

Instructions for International Graduate Students Applying for CPT Authorization for an Internship during Summer or Winter Break

You can apply for Curricular Practical Training (CPT) authorization when you have received a summer or winter 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 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 the student will work per week (students may work up to 40 hours per week during summer or winter session).
- 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 Christina Mata via Handshake or cmmata@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. Bring this form and your offer letter to your Academic Advisor and then to your Graduate Program Director for their signatures in the **INDEPENDENT STUDY/PRACTICUM section of the form**. If your GPD is unavailable, please bring your form to the Engineering Career Center and we will help you obtain the proper signature. Once signed, please scan and email this form to regoff@cpe.umass.edu at CPE to register.

4. 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: International Graduate Students- Semester or Semester plus or Summer PAID Experience (Required for CPT). Attach your offer letter here as well. 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 Spire).

Additional Questions? Please contact the Engineering Career Center at (413) 545-4558 or contact Kenneth J. Reade, Director of International Student & Scholar Services at the IPO Tel: 413-545-5251 or kjreade@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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