Instructions for International Master’s and PhD Students Applying for CPT Authorization for a Semester Long Internship

You can apply for Curricular Practical Training (CPT) authorization when you have received an internship offer from the employer. You will need to follow the steps below in order!

Important Notes: Students must be on campus during their last semester and CPT internships during a last semester may require additional departmental approvals. Interning without a completed work authorization (CPT I-20) for your employment will cause you to be out of F-1 Visa status and you could be asked to leave the country.

PLEASE FOLLOW THESE STEPS

1. The job offer letter must contain the following:
   - Be addressed to you and written on company letterhead (including address)
   - Provide a job title and brief description of duties
   - The number of hours the student will work 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

   (Please note: A "Semester Long Internship" must span the entire academic semester and must not overlap with a summer or winter break term; offers that extend beyond a semester require additional approvals.)

2. Engineering Career Center: Schedule an appointment with Christina Mata via Handshake or cmmata@umass.edu to review the offer letter and required CPT process.

3. Email your advisor (cc-ing Associate Dean Tessier: tessier@umass.edu) with your offer letter requesting approval for your internship and the one (1) credit Independent Study course required. Have your advisor forward their approval, including the offer letter, to Associate Dean Russell Tessier (tessier@umass.edu). Make sure to cc cmmata@umass.edu.

4. Have your academic advisor or departmental Admin staff person, enroll you in a 1 credit Independent study course in your department.

5. 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: International Graduate Students Internship or Externship for Credit Experience Contract (Required for CPT). If you need help filling out the form, please see the Handshake Instructions. Once approved, you will receive an email.

6. After completing the above steps, make sure that your 1 credit course shows up in SPIRE and have all documents ready to upload in order to apply for CPT authorization online.
7. through the **IPO’s Eform Portal** by visiting the CPT page of the IPO website:
   https://www.umass.edu/ipo/node/18162

8. After logging in, the Eform will prompt you to upload the appropriate documents
   (offer letter and screenshots of Handshake Experience approval and Independent
   Study credit in Spire).

9. You may then apply for a **Graduate Externship**, if you are eligible, by obtaining required
   approvals from your advisor, a GPD or Department Head and Professor Russell Tessier,
   Associate Dean (tessier@engin.umass.edu).

   *Please note that you may only register for the one, 1 credit course
   (Independent Study) for the semester that you apply for a Graduate Externship
   and participate in a semester long co-op to be eligible for a tuition waiver.*

   For the Graduate Externship application, these forms need to be filled out and
   signed:
   - Request for Tuition Credit/Academic Approval Form
   - Employment Verification (Employer fills out and signs)
   - Externship Evaluation (Complete post-experience)

   The forms can be found at [http://engineering.umass.edu/externship_application_2020](http://engineering.umass.edu/externship_application_2020)

   **Send your completed and signed “Request for Tuition Credit/Academic Approval” form B, signed Employer form A, including your offer letter and your I-20 to Katie Mooney, Director, Graduate School Assistantship Office at: ktmooney@umass.edu** Please make sure to copy cmmata@umass.edu in your email!

**Additional Questions?** Please contact Christina Mata, Assistant Director, Graduate Career Programs, Engineering Career Center: cmmata@umass.edu or Katie Ahlman, International Student and Scholar Advisor at the IPO: kahlman@umass.edu

*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.*

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