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 term internship offer from the employer.

**Important Notes:** Students must be on-campus during the last semester of their degree completion. 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 company street address)
   - 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
   (Please note: A summer or winter break internship must not overlap with an academic semester)

2. **Engineering Career Center:** Schedule appointment with Christina Mata via Handshake or cmmata@umass.edu to review 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. Once you receive approval, go to your Handshake page and click “Career Center” tab on the top right hand side. 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) and complete your request. Once approved, you will be enrolled in a 1 credit independent study course through UWW.

Upon submission, an email 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. Once registration is complete, you will see the credit in SPIRE.
5. 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 through the IPO’s Eform Portal by visiting the CPT page of the IPO website: 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).

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-1student-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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