

Instructions for **International Undergraduate Students Applying for CPT Authorization for a Semester-long Co-op**

You can apply for Curricular Practical Training (CPT) authorization when you have received a Co-op offer from the employer. You will need: **a formal job offer letter, an appointment with the Engineering Career Center, signed Departmental Permission form and Placement Requirements form to be away on co-op and a completed "Experiences" Contract in Handshake as part of the CPT application process.** 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
- Specify the start date and the end date of the co-op
- 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. Complete the Department Permission and Placement Requirement forms. Bring these forms and your offer letter to your department's designated Undergraduate Program faculty. (Specific contact provided at Engineering Career Center appointment.) **These forms can be found** at: <https://www.umass.edu/careers/internships/forms> . If you have less than 45 credits or a GPA under 2.0, you will also need a Dean's Approval Form signed.

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: Cooperative Education –For Domestic and International Undergraduates – No Credit, PAID, 3-9 months (Semester or Semester plus (CPT approval REQUIRED by IPO for International students) You will need to attach the above documents, including offer letter. Fill in each section and check for accuracy! Once approved, you will receive an email.

5. After completing the above steps and you have all documents ready to upload (offer letter and screenshot of Handshake Experience approval), 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>

Additional Questions? Please contact the Engineering Career Center at (413)545-4558 or Kenneth J. Reade Director of International Student & Scholar Services International Programs Office at kjreade@ipo.umass.edu or 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.