

Instructions for International Engineering 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 receive an internship offer letter from the employer. You will need to make an appointment with the graduate career advisor in the CoE career center before submitting an Experiential Learning Request in SPIRE, enrolling in a 1 credit practicum course and applying for your CPT I-20.

***Remote Internships cannot be paired with remote/online course enrollment. In the situation where the internship is remote; students must be enrolled in on campus, in-person course/s to maintain F-1 visa status.**

***On-site internships are only eligible for one (1) online course enrollment.**

FOLLOW THESE STEPS

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

2. The job offer letter must contain the following:

- Be addressed to you **and** written on company letterhead (including company 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 one term require additional approval.

3. Email your advisor and cc' Associate Dean Caitlyn Butler at csbutler@engin.umass.edu with your offer letter requesting approval for your internship and the one (1) credit CPT practicum course required. Your advisor will forward their approval, including the offer letter, to Professor Butler. Please also CC: cmmata@umass.edu

4. Once you receive both email approvals, complete an Experiential Learning Request (ELR) in SPIRE: Click on **Academics** tile, go to **Forms and Academic Requests** tab, select **Experiential Learning Request**, click **Create a New Request**. Fill out the required information, **then upload your offer letter**. **Choose only the initial internship if you have multi-term internships. In the box requesting the "catalogue number" you will enter 698.**

5. After you submit the completed SPIRE request, you will get an email response about next steps in applying for CPT. After advisor approval, you will check SPIRE to see if there is a practicum course "section" for the semester you are interning with your advisor as the instructor. If there is not a section listed, please ask your advisor to work with the appropriate department administrator to have a practicum section in the 698 course created. Once the course is created, request an enrollment

appointment for your practicum credit course. When the registration is completed, you will see the 1 credit in SPIRE. **The course creation process may take several days.**

6. Take a screenshot of your 1 credit practicum course in your SPIRE and have all documents (**Offer letter, SPIRE approval and screenshot of SPIRE practicum credit**) ready to upload for CPT application on the Eform portal by visiting the **OGA website:**

<https://www.umass.edu/global-affairs/international-students><https://www.umass.edu/global-affairs/international-students-scholars/immigration/f1-students/employment/cpt>

(You will go to Application Steps, Step 5.)

After logging in, you will be prompted to upload the above documents. Once approved, you will receive an email from the OGA with your I-20 authorization. As a reminder, you are not legally authorized to begin CPT employment until you have received approval confirmations and a new I-20 form from OGA.

7. **If you are eligible for a Graduate Externship Tuition Waiver for the one (1) credit practicum course, after meeting with your Graduate Career Advisor to review instructions, you will complete the forms below and have them DocuSigned by your employer, HR, Academic Advisor, GPD, Department Head, and the Associate Dean.**

- Request for Tuition Credit/Academic Approval Form
- Employment Verification (Employer fills out and signs)
- Externship Evaluation (Complete post-experience)

(Request a PDF fillable form from Christina Mata: cmmata@umass.edu)

Send your completed and signed "Request for Tuition Credit/Academic Approval" forms A and B, including your offer letter and your I-20 to the Graduate School Assistantship Office at: gradappt@grad.umass.edu

Please make sure to copy cmmata@umass.edu in your email

Additional Questions? Please contact Christina Mata, Assistant Director, Graduate Career Programs, CoE Career Center: cmmata@umass.edu or Evan Coyne in the Office of Global Affairs at: Evancoyne@umass.edu

Please refer to the OGA website on work authorization 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.

***Please note that each interning student must be enrolled in a course section of each the CPT internship practicum credit course:**

Electrical & Computer Engineering:	E&C-ENG 698
Civil and Environmental Engineering:	CEE-ENG 698
Mechanical & Industrial Engineering:	M&I-ENG 698
Chemical Engineering:	CHEM-ENG 698
Biomedical Engineering:	BMED-ENG 698