Instructions for Graduate Students applying for CPT through College of Engineering

Below are the steps required to engage in a co-op or summer internship position & CPT.

NOTE: You must have approval from your faculty advisor to participate co-op or summer internship position & CPT

1. **Report your internship or co-op offer** by logging in to Handshake via your MyUW (wisc.joinhandshake.com)
   - Click on “Career Center” in the top navigation and select “Experiences” from the pick-list.
   - Choose the Experience Type that works best for you specific offer.
   - After selecting the correct Experience Type, follow the prompts to submit the required information
   - After you have clicked “submit” for your Experience Report, you will see your overview page

2. **Click on “New Attachment”** to upload your offer letter (blue button on left)

3. **Download the CPT application** from the ISS site: [https://iss.wisc.edu/employment/f1-employment/f-1-curricular-practical-training-cpt/](https://iss.wisc.edu/employment/f1-employment/f-1-curricular-practical-training-cpt/)
   - Complete page 1 of the CPT packet
   - Have the EMPLOYER complete AND SIGN the employer form in the CPT packet (page 2)
   - Leave "Part IV: Academic Information BLANK as Julie Rae will fill this out (page 3)
   - Complete, sign and date this form

4. Turn in the following documents to the front desk at Rm. 1150 Engineering Hall:
   - CPT application
   - Copy of your offer letter
   - This document – SIGNED and DATED

**Final Processing Steps**
- ECS will review your reported offer, CPT application and offer letter. ECS –Engineering Career Services -will also complete the academic/career advisor form in the CPT packet (Part IV)
- ECS will email you to come and pick up your CPT packet AND to let you know that you are authorized to enroll in course 702 (Graduate co-op/internship course)
- Enroll in Co-op/internship credit
- Return completed CPT packet to ISS

NOTE: ISS will wait to process your CPT until you are registered for the co-op course. **You cannot register until after you have your CPT application completed by ECS.**

**Questions:** email Julie Rae – [julie.rae@wisc.edu](mailto:julie.rae@wisc.edu) --Asst. Dir., Engineering Career Services

I (print student name)_____________________________________ have received approval from my faculty advisor to participate in co-op/internship and have completed steps 1-4 above.

Student Signature __________________________________________ Date ________________

Student ID ______________________________________ Expected Graduation Date___________________

I (print Faculty Advisor)______________________________________ approve participation in a cooperative education/internship experience for the student above.

Faculty Advisor Signature ____________________________________ Date ________________

University of Wisconsin-Madison, Engineering Career Services, 1150 Engineering Hall