

Instructions for Graduate Students applying for CPT and enrollment in 702 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 in a co-op or summer internship & CPT

1. **Report your internship or co-op offer** by logging in to Handshake via your MyUW --<https://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 your 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. **Submit CPT application** --from the ISS site -- <https://iss.wisc.edu/employment/f1-employment/f1-curricular-practical-training-cpt/cpt-application-process/>
 - Select "Julie Rae" as your advisor to request approval within Terra Dotta
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4. **Faculty Advisor approval is required** -- ask your faculty advisor to send an email to julie.rae@wisc.edu stating their approval of the internship/co-op.

Final Processing Steps

1. ECS will review your reported offer, CPT application and offer letter. ECS will receive an electronic request through Terra Dotta to approve your request
2. ECS will authorize your enrollment in course 702 and send you a confirmation e-mail message
3. Enroll in Co-op/internship credit
4. Complete necessary steps within Terra Dotta

NOTE: ISS will not process your CPT until you are registered for the 702 co-op course. **You may register for 702 after you have your CPT application approved by ECS.**

Please contact Julie Rae if you have any questions.
julie.rae@wisc.edu