

## Instructions for Graduate Students enrolling in the Co-op course 702 and applying for CPT through College of Engineering

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

STEP	ACTION	DETAILS	REMINDER
1	<b>Get approval from faculty advisor</b>	<ul style="list-style-type: none"> <li>Request your faculty advisor to confirm their approval of internship/ co-op by completing google form -- <a href="https://go.wisc.edu/ecs-coop-fac-approve">https://go.wisc.edu/ecs-coop-fac-approve</a></li> </ul>	<ul style="list-style-type: none"> <li>You <b>must</b> have approval from your faculty advisor to participate co-op or summer internship position and CPT</li> <li><b>The form requires logging in with a wisc email address</b></li> </ul>
2	<b>Obtain offer letter with required information</b>	<ul style="list-style-type: none"> <li>Your offer letter must include:               <ul style="list-style-type: none"> <li>Company letterhead</li> <li>Your name</li> <li>Company or organization name</li> <li>Start and end date of employment</li> <li>Numbers of work hours per week</li> <li>Your position title</li> <li>Brief job description</li> <li>Employer address (company's address)</li> <li>Supervisors' name and contact information</li> <li>Signed by employer (physical or authenticated digital)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Check International Student Services (ISS) template letter for missing info <a href="https://iss.wisc.edu/employment/f1-employment/f-1-curricular-practical-training-cpt/cpt-information-for-employers/">https://iss.wisc.edu/employment/f1-employment/f-1-curricular-practical-training-cpt/cpt-information-for-employers/</a></li> </ul>
3	<b>Report your internship or co-op offer</b>	<ul style="list-style-type: none"> <li>Login to Handshake via your MyUW</li> <li>Click on "Career Center" in the top navigation and select "Experiences" from the tiles below</li> <li>Click on "Request an Experience"</li> <li>Choose the Experience Type that works best for your specific offer. Options include:               <ul style="list-style-type: none"> <li>2023 – Spring ONLY Co-op (Graduate)</li> <li>2023 – Spring to Summer Co-op (Graduate)</li> <li>2023 – Summer ONLY Co-op (Graduate)</li> </ul> </li> <li>After selecting the correct Experience Type, follow the prompts to submit required information</li> <li>After you click "submit" for your Experience Report, you will see your overview page</li> <li>Click on "New Attachment" to upload your offer letter (blue button on left)</li> </ul>	<ul style="list-style-type: none"> <li>Academic credit is a requirement for <b>F-1 Visa students</b> for all <i>Fall</i>, <i>Spring</i>, or <i>Summer</i> term co-ops/internships.</li> <li>After you complete this step, ECS will review your reported Experience and offer letter on Handshake, then authorize your enrollment in course 702 and send you a confirmation e-mail message. <b>You need to wait until ECS provides you with authorization to complete the course enrollment.</b></li> </ul>
4	<b>Receive authorization for 702 Co-op Course enrollment</b>	<ul style="list-style-type: none"> <li>After receiving the course authorization, enroll in course 702 via MyUW</li> </ul>	<ul style="list-style-type: none"> <li>You must enroll in the 702 Co-op Course before submitting your CPT application.</li> </ul>
5	<b>Submit Electronic Verification in CPT application</b>	<ul style="list-style-type: none"> <li>Review CPT application process <a href="#">here</a></li> <li>In the section "Request Electronic Verification", enter the following information and then click "Add User" to request CPT approval:               <ul style="list-style-type: none"> <li>First Name: Julie</li> <li>Last Name: Rae</li> <li>Email: <a href="mailto:julie.rae@wisc.edu">julie.rae@wisc.edu</a></li> <li>Phone: 608/262-3472</li> </ul> </li> <li>Follow the prompts to complete CPT application before you "submit"</li> </ul>	<ul style="list-style-type: none"> <li>After you request CPT verification from advisor, ECS will receive an electronic request through Terra Dotta to approve your CPT verification. <b>The verification from ECS does not indicate an approval of CPT from ISS.</b></li> <li>When the CPT application is approved, you will receive an email confirmation from Terra Dotta, with your new I-20 form that has the CPT information on page 2. <b>You CANNOT start work until CPT approval is on your I-20.</b></li> </ul>

For questions, please contact Julie Rae -- [julie.rae@wisc.edu](mailto:julie.rae@wisc.edu).