# 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.

<table>
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<tr>
<th>STEP</th>
<th>ACTION</th>
<th>DETAILS</th>
<th>REMINDER</th>
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<tr>
<td>1</td>
<td>Get approval from faculty advisor</td>
<td>• 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></td>
<td>• You must have approval from your faculty advisor to participate co-op or summer internship position and CPT • The form requires logging in with a wisc email address</td>
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| 2    | Obtain offer letter with required information | • Your offer letter must include:  
  o Company letterhead  
  o Your name  
  o Company or organization name  
  o Start and end date of employment  
  o Numbers of work hours per week  
  o Your position title  
  o Brief job description  
  o Employer address (company’s address)  
  o Supervisors’ name and contact information  
  o Signed by employer (physical or authenticated digital) | • Check International Student Services (ISS) template letter for missing info [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/) |
| 3    | Report your internship or co-op offer | • Login to Handshake via your MyUW  
  • Click on “Career Center” in the top navigation and select “Experiences” from the tiles below  
  • Click on “Request an Experience”  
  • Choose the Experience Type that works best for your specific offer. Options include:  
    o 2023 – Spring ONLY Co-op (Graduate)  
    o 2023 – Spring to Summer Co-op (Graduate)  
    o 2023 – Summer ONLY Co-op (Graduate)  
  • After selecting the correct Experience Type, follow the prompts to submit required information  
  • After you click “submit” for your Experience Report, you will see your overview page  
  • Click on “New Attachment” to upload your offer letter (blue button on left) | • Academic credit is a requirement for F-1 Visa students for all Fall, Spring, or Summer term co-ops/internships.  
  • 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. You need to wait until ECS provides you with authorization to complete the course enrollment. |
| 4    | Receive authorization for 702 Co-op Course enrollment | • After receiving the course authorization, enroll in course 702 via MyUW | • You must enroll in the 702 Co-op Course before submitting your CPT application. |
| 5    | Submit Electronic Verification in CPT application | • Review CPT application process [here](#)  
  • In the section “Request Electronic Verification”, enter the following information and then click “Add User” to request CPT approval:  
    o First Name: Julie  
    o Last Name: Rae  
    o Email: julie.rae@wisc.edu  
    o Phone: 608/262-3472  
  • Follow the prompts to complete CPT application before you “submit” | • After you request CPT verification from advisor, ECS will receive an electronic request through Terra Dotta to approve your CPT verification. The verification from ECS does not indicate an approval of CPT from ISS.  
  • 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. You CANNOT start work until CPT approval is on your I-20. |

For questions, please contact Julie Rae -- julie.rae@wisc.edu.