International 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 in CPT.

1. Report your internship or co-op offer in the myECS system by logging in at  
   ([https://ecs.engr.wisc.edu/schubert/job_seeker/login/login.php](https://ecs.engr.wisc.edu/schubert/job_seeker/login/login.php)) and clicking on the  
   “myJobs/Offers” link (left navigation)

2. Download the CPT application from the ISS site:  

3. Complete the 1st page of the CPT app

4. Have the EMPLOYER complete AND SIGN the employer form in the CPT packet

5. Leave the "Form to be Completed by Academic or Career Advisor" BLANK (Julie Rae will fill this out)

6. Complete, sign and date this form

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

8. 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

9. 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 course)

10. Enroll in Co-op credit

11. Turn in the 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  --Asst. Dir., Engineering Career Services

I (print student name)_____________________________________ have received approval from my faculty advisor to participate in CPT and have completed steps 1-7 above.

Signature _________________________________________ Date ________________________

Student ID ________________________ Expected Graduation Date ______________________

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