How to Submit an Experience on Handshake (CPT)

Please follow these directions if you are an international student applying for ENCO enrollment for CPT. Note, this process is not assurance of your I-20 approval. It only provides permission to enroll in ENCO. Do not begin work until you receive your updated I-20 with employment dates from ISSS. Further directions will be provided after you follow the process outlined below.

Select “Career center” on the left panel. Then click on “Experiences”.

You can select the blue button or the tab at the top of the page labeled “Submit an Experience”.
Submitting an Experience Cont.

Choose “ENGR ENCO Enrollment for CPT”.

Select the appropriate term for your internship. Note, that you must submit a new Experience request for each semester, even if you will continue working for the same employer in subsequent semesters.

Begin filling out the form.
Submitting an Experience Cont.

Note that this box automatically gets checked.

Start by writing your company supervisor’s email address. If they are already on Handshake, their Name will autofill. If not, please write their name. Individuals listed here do NOT need to have a Handshake account.
We have created a custom form with several pages to capture additional required information. Click “Next Page” to get to each page.

This screen asks you to repeat your company supervisor’s name in case it was a different individual whose signature was needed for your CPT.
Submitting an Experience Cont.

Once you complete all the pages in the form, click “Submit an experience”.

* indicates required field
You will arrive at this screen next. Remember to upload your offer letter under the “Attachments” section.

Next, right click on the screen and click “Print” to save this form as a pdf. You will need to upload this form to iTerp.

Once you finish these steps, you will be informed of further directions via Handshake/email notifications. Please read them carefully.