

CPT Internship Authorization Instructions

Part I: Student and Dissertation Advisor:

Complete the powerforms page and complete the Graduate School of Engineering CPT Internship Authorization Request Docusign form with internship information. Students must attach a copy of the offer letter or other official proof of internship on company letterhead to the online form. Once completed by the student, the form will be sent to the student's Dissertation advisor. The Dissertation Advisor must write and attach a letter to the Docusign form describing how the internship is integral to the student's dissertation research. The letter must be on department letterhead and signed. The Graduate School of Engineering will review the CPT Authorization form and all documents and approve or deny the CPT Request through Docusign

Registration Requirement for ALL students: CPT Authorization requires that a student be registered for a course associated with the CPT Request -- such as Dissertation Fieldwork (ENGR 9700) -- for all applicable terms. Prior to your CPT Request being approved, students must register for ENGR 9700 -- Dissertation Fieldwork.

International Students Only: Complete the Office of Global Services CPT Authorization Request e-Form through the myOGS system. To access the e-form, click on the link for CPT Authorization Request Form found on the OGS website under Current Student Forms / Employment Forms / Curricular Practical Training. The Office of Global Services for final authorization. The form will be reviewed by the

Graduate School Policy on CPT Internship Authorization: <https://coe.northeastern.edu/wp-content/uploads/pdfs/coe/gse/policies/phd-internship-policy-and-procedure.pdf>