DIRECTIONS FOR INTERNATIONAL GRADUATE STUDENT TO CREATE A CONTRACT IN HANDSHAKE (International Graduate Students – Semester or Semester plus or Summer PAID Experience (REQUIRED for CPT)

Log into Handshake with your Net ID and SPIRE password at https://umass.joinhandshake.com/
That will bring you to your Profile page, and from there you will complete an online Experience contract:

Click on the Career Center tab on the top right. Then click Experiences. Then click Request an Experience.

Under Details, for Experience Type, select International Graduate Students – Semester or Semester plus or Summer PAID Experience (REQUIRED FOR CPT).

Select a Term. (Example Fall 2019) PLEASE NOTE: If you will be working for more than one semester, then you must submit a separate Experience contract for each semester.

Then answer the questions throughout the contract form. If you do not yet know what your address will be while you are working, put in the following phrase: “TBD – will notify the Field Experience Program staff at internships@umass.edu after I begin working.”

Include your faculty sponsor and Department Independent Study or Department Practicum Course Number, since you are required to earn credit. Also include your placement details and learning objectives. If you do not yet have your supervisor’s contact information, in each of those fields also put in this phrase: “TBD – will notify the Field Experience Program staff at internships@umass.edu after I begin working.”

You must also attach a copy of your Offer Letter to the experience contract. To do that, first you must Save your experience as a Draft. Then after you Save as Draft, you scroll down the document on the left side and click on the New Attachment button.

Follow the prompts – Name the document “Offer Letter”, and then Click on the Choose File button and select the document from your files.

Then click on the Create Attachment button on the left. If you run into issues with adding the attachment, please email a pdf file of your offer letter to me at mkllysako@umass.edu so that I may attach it for you.

After you have attached your offer letter, then you may Submit the Handshake experience contract. You will first have to click on Edit at the top right on the page, and then go through page by page to the last page to Submit.

Please note that if you accidentally Submit the experience contract before attaching the offer letter, you can go back into Edit mode again and attach it.

Once you complete and submit your Experience contract, including your Offer Letter, Field Experience Program staff will review the contract and then forward it to your faculty sponsor or program manager for approval. Please alert your faculty sponsor that they will be getting an email from Handshake with the subject “An Experience Needs Your Approval.”

NOTE: After your faculty sponsor or program manager has approved the “experience” an email will be sent to you containing a pdf copy of the Approved Handshake Experience which you would attach to your online CTP application.

Any questions? Email Mary Lysakowski at mkllysako@umass.edu and cc internships@umass.edu or call the Career Development & Professional Connections Hub at 413-545-2224.