

# UNIVERSITY of HOUSTON | CO-OP

## INTERN REQUIREMENTS

Cooperative Education Program (CO-OP)

**Students are responsible for accuracy of information and following CO-OP policy, each semester of CO-OP.**

Please complete all steps **in the order listed** each semester of CO-OP to ensure student records are accurately maintained.

There is no backdating of CO-OP documentation if students fail to properly apply and register for CO-OP each semester.

**Must complete two full semesters (Fall/Spring or Spring/Fall) at UH to utilize CO-OP.**

STEPS (in order of process)	STUDENT: U.S. CITIZEN/PERMANENT RESIDENT (Part-time or Full-time (FT) Fall, Spring, and/or Summer. Rotational: FT Spring/Summer or Summer/Fall with following and preceding semesters FT student course load)	STUDENT: F1 VISA (Part-time only - Fall & Spring. Full-time only - Summer & Last Semester with RCL)
STEP 1	Obtain an <b>official offer letter</b> from the employer and print the most recent <b>unofficial transcript</b> and your <b>resume</b> . Bring all 3 documents to the CO-OP Office. The official offer letter must specify the job title, responsibilities, number of hours per week, and the job location. The letter should also state the start date and ending date if the ending date is known.	Obtain an <b>official offer letter</b> from the employer and a <b>sub-plan</b> from your advisor. The official offer letter must specify the job title, responsibilities, number of hours per week, and the job location. The letter should also state the start date and ending date if the ending date is known. If you do not bring a copy of the sub-plan you cannot participate in CO-OP.
STEP 2	Complete the CO-OP Data Form at CO-OP Office immediately after receiving the official offer letter from the employer. If applicable, request a letter of verification of student status for student loans, scholarships, or other special circumstances <b>at this time</b> from the Manager of CO-OP.	Complete the CPT Form in the order listed (STEP 1-STEP 5 on the form) immediately after receiving the official letter from the employer. After Departmental approvals are obtained on the CPT Form, go to the CO-OP Office for a signature to <b>complete a CO-OP Data Form</b> . If applicable, request a letter of verification of student status for student loans, scholarships or other special circumstances <b>at this time</b> from the Manager of CO-OP.
STEP 3	Register for CO-OP <b>IMMEDIATELY</b> before the 7 <sup>th</sup> class day or you will have to complete a LATE REGISTRATION form in the CO-OP Office.	Register for CO-OP <b>IMMEDIATELY</b> before the 7 <sup>th</sup> class day or you will have to complete a LATE REGISTRATION form in the CO-OP Office.
STEP 4	Begin work experience.	Take approved CPT form with all signatures to ISSS to process I-20. It may take an additional 5-10 business day to process the I-20 and obtain a Social Security Number <b>before</b> student can begin work experience.
STEP 5	Pay the CO-OP processing fee through PeopleSoft each semester. <b>If the employer is reimbursing the fee, please request an invoice from the CO-OP Office via email only with the company contact name and email address.</b>	Pay the CO-OP processing fee through PeopleSoft each semester. <b>If the employer is reimbursing the fee, please request an invoice from the CO-OP Office via email only with the company contact name and email address.</b>
STEP 6	Submit completed CO-OP Work Report with appropriate evaluation(s) on or before each semester deadline.	Submit completed CO-OP Work Report with appropriate evaluation(s) on or before each semester deadline.
*STEP 7	*Late Registration occurs each semester on a specific date listed on the academic calendar. <b>To register late</b> for CO-OP, a student must obtain an ADD Form from the CO-OP Office. <b>STUDENTS CANNOT REGISTER ON-LINE DURING LATE REGISTRATION-LATE REGISTRATION FORM CAN ONLY BE COMPLETED IN CO-OP OFFICE.</b>	*Late Registration occurs each semester on a specific date listed on the academic calendar. <b>To register late</b> for CO-OP, a student must obtain an ADD Form from the CO-OP Office. <b>STUDENTS CANNOT REGISTER ON-LINE DURING LATE REGISTRATION-LATE REGISTRATION FORM CAN ONLY BE COMPLETED IN CO-OP OFFICE.</b>

If you have questions or require additional information after reviewing this document or information online, please contact us at [ecareers@Central.UH.EDU](mailto:ecareers@Central.UH.EDU) or (713) 743-4230.