

UH CO-OP INTERN REQUIREMENTS

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.

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

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 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 or Full-time only-Summer & Last Semester with RCL)
STEP 1	Obtain an official offer letter from the employer and print most the recent unofficial transcript and your resume . Bring all 3 documents to CO-OP Office. The official offer letter must be on official company letterhead with the employer's phone and address included, include current date, approximate start and end dates of employment, rate of pay, a brief job description and be signed by a company hiring manager or official.	Obtain an official offer letter from the employer and a sub-plan from your advisor . The official offer letter must be on official company letterhead with the employer's phone and address included, include current date, approximate start and end dates of employment, part-time vs. full time, rate of pay, a brief job description, and be signed by a company hiring manager or official. 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 at this time from the Director 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 complete a CO-OP Data Form . If applicable, request a letter of verification of student status for student loans, scholarships or other special circumstances at this time from the Director of CO-OP.
STEP 3	Register for CO-OP IMMEDIATELY before the 7 th class day or you will have to complete a LATE REGISTRATION form in the CO-OP Office .	Register for CO-OP IMMEDIATELY before the 7 th 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 ISSSO to process I-20. It may take an additional 5-10 business day to process the I-20 and obtain a Social Security Number before student can begin work experience.
STEP 5	Pay the CO-OP processing fee through PeopleSoft each semester. 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.	Pay the CO-OP processing fee through PeopleSoft each semester. 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.
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. To register late for CO-OP, a student must obtain an ADD form from the CO-OP Office. STUDENTS CANNOT REGISTER ON-LINE DURING LATE REGISTRATION-LATE REGISTRATION FORM CAN ONLY BE COMPLETED IN CO-OP OFFICE.	*Late Registration occurs each semester on a specific date listed on the academic calendar. To register late for CO-OP, a student must obtain an ADD form from the CO-OP Office. STUDENTS CANNOT REGISTER ON-LINE DURING LATE REGISTRATION-LATE REGISTRATION FORM CAN ONLY BE COMPLETED IN CO-OP OFFICE.

If you have questions or require additional information after reviewing this document or information online, please schedule a CO-OP Meeting with the Manager of the Cooperative Education Program at (713) 743-4230. **CO-OP walk-ins appointments are always welcome but scheduling a CO-OP meeting is more efficient and will ensure you do not have to wait to be seen.**

CO-OP INFORMATION CAN BE VIEWED AT
<http://career.egr.uh.edu/students/coop>
University of Houston Cooperative Education Program (CO-OP)
Engineering Bldg. 2, Rm. E312, 3rd Floor (#581 on campus map)
(713) 743-4230