UNIVERSITY of **HOUSTON** | CO-OP

INTERN REQUIREMENTS

UH 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) in the United States 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 official offer letter from the employer & meet with advisor to discuss the CO-OP internship & sign the Academic Advisor Support Form. Print your most recent unofficial transcript & resume. Bring all 4 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 on company letterhead. The letter should indicate the future start date and ending date (if the ending date is known).	Obtain an official offer letter from the employer and a sub-plan from your advisor. The official offer letter must specify the job title, responsibilities, number of hours per week, and the job location on company letterhead. The letter should indicate the future 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.	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.
STEP 3	Register for CO-OP **IMMEDIATELY** before the 7th class day or you may have to complete a LATE REGISTRATION form in the CO-OP Office.	Register for CO-OP **IMMEDIATELY** before the 7th class day or you may 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 days to process the I-20 and obtain a Social Security Number **before** student can begin work experience.
STEP 5	Pay the CO-OP programming fee through PeopleSoft each semester. If the employer is reimbursing the fee, please request an invoice from the CO-OP Office via email only after you have paid the fee.	Pay the CO-OP programming fee through PeopleSoft each semester. If the employer is reimbursing the fee, please request an invoice from the CO-OP Office via email only after you have paid the fee.
STEP 6	Submit completed CO-OP Work Report with appropriate evaluation(s) before each semester deadline.	Submit completed CO-OP Work Report with appropriate evaluation(s) 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 LATE/ADD Form from the CO-OP Office. **STUDENTS CANNOT REGISTER ON-LINE DURING LATE REGISTRATION. THE LATE REGISTRATION FORM CAN ONLY BE COMPLETED IN THE 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 LATE/ADD Form from the CO-OP Office. **STUDENTS CANNOT REGISTER ON-LINE DURING LATE REGISTRATION. THE LATE REGISTRATION FORM CAN ONLY BE COMPLETED IN THE CO-OP OFFICE.**

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