

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.

STEPS (in order of process)	STUDENT: U.S. CITIZEN/PERMANENT RESIDENT (Part-time or Full-time Fall, Spring, and/or Summer)	STUDENT: F1 VISA (must complete two full semesters at UH to utilize CO-OP) (Part-time only-Fall & Spring or Full-time only-Summer & Last Semester with RCL)
STEP 1	Obtain official offer letter from employer, print most recent unofficial transcript and resume to bring all 3 documents to CO-OP Office (official letter must be on official company letterhead, 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 official offer letter from employer (official letter must be on official company letterhead, 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).
STEP 2	Complete CO-OP Data Form at CO-OP Office immediately after receiving the official letter from the employer (if applicable, request letter of verification of student status for student loan, scholarships or other special circumstances at this time from the Director of CO-OP).	Complete CPT Form in the order listed (STEP 1-STEP 6 on the form) immediately after receiving the official letter from the employer. After Departmental approvals are obtained on CPT Form, go to CO-OP Office for signature to complete CO-OP Data Form (if applicable, request letter of verification of student status for student loan, scholarships or other special circumstances at this time from the Director of CO-OP).
STEP 3	Register for CO-OP IMMEDIATELY.	Register for CO-OP IMMEDIATELY.
STEP 4	Begin work experience.	Take approved CPT form with all signatures to ISSO to process I-20 (it may take an additional 5-10 business days to process I-20 and obtain SS# before student can begin work experience).
STEP 5	Pay 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 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 information on line at <http://career.egr.uh.edu/students/coop>, please schedule a CO-OP Meeting with the Manager of the Cooperative Education Program at (713) 743-4230. **Walk-ins are 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. 1, Rm. N302, 3rd Floor (#579 on campus map)
(713) 743-4230