

# UH Cooperative Education Program (CO-OP) INTERN REQUIREMENTS

**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	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: INTERNATIONAL/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 & meet with advisor to discuss the CO-OP internship & sign the <b>Academic Advisor Support Form</b> . The official offer letter must meet the <b>Offer Letter Requirements</b> : include the job title, responsibilities, number of hours per week, and the company's physical address on company letterhead. The letter should indicate the <b>future start date</b> and ending date (if the <b>ending date is known</b> ).	Obtain an <b>official offer letter</b> from the employer. Meet with ISSSO to obtain CPT form and discuss/verify eligibility. Meet with academic advisor for signatures and a sub-plan. The official offer letter must meet the <b>Offer Letter Requirements</b> : include the job title, responsibilities, number of hours per week, and the company's physical address on company letterhead. The letter should indicate the <b>future start date</b> and ending date (if the <b>ending date is known</b> ).
STEP 2	Electronically submit required documents as <b>one PDF file (documents not submitted as one PDF file will be denied)</b> to <a href="mailto:ecareers@central.uh.edu">ecareers@central.uh.edu</a> and complete the <a href="#">online CO-OP application</a> .. The required documents are: <ol style="list-style-type: none"> <li>1. Offer letter,</li> <li>2. Resume,</li> <li>3. Recent unofficial transcripts, and</li> <li>4. Academic advisor support form.</li> </ol>	Electronically submit required documents as <b>one PDF file (documents not submitted as one PDF file will be denied)</b> to <a href="mailto:ecareers@central.uh.edu">ecareers@central.uh.edu</a> and complete the <a href="#">online CO-OP application</a> .. The required documents are: <ol style="list-style-type: none"> <li>1. Completed CPT form and</li> <li>2. Offer letter.</li> </ol>
STEP 3	Once all documents are approved by the CO-OP office, enroll in the appropriate CO-OP course and email proof of enrollment to <a href="mailto:ecareers@central.uh.edu">ecareers@central.uh.edu</a> .  <b>Late Add Students</b> are students who want to enroll after the last day to enroll in classes (see academic calendar for deadlines). Late Add Students will need to complete a late add form after documents from STEP 2 are submitted and approved. Late Add Students cannot enroll themselves. The CO-OP office will submit a request to have the student enrolled in the appropriate course by the appropriate department.	Once all documents are approved by the CO-OP office, enroll in the appropriate CO-OP course and email proof of enrollment to <a href="mailto:ecareers@central.uh.edu">ecareers@central.uh.edu</a> .  <b>Late Add Students</b> are students who want to enroll after the last day to enroll in classes (see academic calendar for deadlines). Late Add Students will need to complete a late add form after documents from STEP 2 are submitted and approved. Late Add Students cannot enroll themselves. The CO-OP office will submit a request to have the student enrolled in the appropriate course by the appropriate department.
STEP 4	Begin work experience and pay the non-refundable CO-OP programming fee through PeopleSoft each semester. <b>If the employer is reimbursing the fee, please request an invoice from the CO-OP Office via Canvas email only after you have paid the non-refundable CO-OP fee.</b>	Take approved CPT form with all signatures to ISSSO to process I-20. It may take an <b>additional 5-10 business days</b> to process the I-20 and obtain a Social Security Number <b>before</b> student can begin work experience.
STEP 5	Submit completed CO-OP Work Report before each semester deadline.	Begin work experience and pay the non-refundable CO-OP programming fee through PeopleSoft each semester. <b>If the employer is reimbursing the fee, please request an invoice from the CO-OP Office via Canvas email only after you have paid the non-refundable CO-OP fee.</b>
STEP 6		Submit completed CO-OP Work Report before each semester deadline.

Visit the CO-OP website and consult your academic advisor and/or ISSSO if you have questions. If you still have questions, join the [UH CO-OP Teams channel](#) during virtual office hours or contact us at [ecareers@Central.UH.EDU](mailto:ecareers@Central.UH.EDU) or (713) 743-4230.