

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 official offer letter from the employer & meet with advisor to discuss the CO-OP internship & sign the Academic Advisor Support Form . The official offer letter must meet the Offer Letter Requirements : include 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. 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 Offer Letter Requirements : include 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).
STEP 2	Electronically submit required documents as one PDF file (documents not submitted as one PDF file will be denied) to ecareers@central.uh.edu and complete the online CO-OP application .. The required documents are: <ol style="list-style-type: none"> 1. Offer letter, 2. Resume, 3. Recent unofficial transcripts, and 4. Academic advisor support form. 	Electronically submit required documents as one PDF file (documents not submitted as one PDF file will be denied) to ecareers@central.uh.edu and complete the online CO-OP application .. The required documents are: <ol style="list-style-type: none"> 1. Completed CPT form, 2. Offer letter, and 3. Subplan from advisor.
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 ecareers@central.uh.edu . Late Add Students 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 ecareers@central.uh.edu . Late Add Students 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. If the employer is reimbursing the fee, please request an invoice from the CO-OP Office via Blackboard email only after you have paid the non-refundable CO-OP fee.	Take approved CPT form with all signatures to ISSSO 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	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. If the employer is reimbursing the fee, please request an invoice from the CO-OP Office via Blackboard email only after you have paid the non-refundable CO-OP fee.
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 or (713) 743-4230.