

Co-op checklist for international students

Cooperative Education Program
152D Benedum Hall
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What is co-op? Cooperative education (co-op) is a partnership between an employer and a college or university that provides relevant, paid work experience for undergraduate and graduate students. By alternating between work and school terms, co-op prepares students to take on challenging assignments with local, national, and international companies and organizations, while also gaining academic credit!

Before registering with co-op:

- Review OIS' website about work authorization in the United States (<http://www.ois.pitt.edu/immigration-info-requests/f-1-students/employment-authorization/>)
- After reviewing the information on our website--If you have questions, see your **Immigration Specialist, Sara Jones** (www.ois.pitt.edu). She can help you to ensure that you're eligible to participate in the program.
- Come to the Co-op office (152D Benedum Hall) to complete co-op application paperwork and join the co-op program
- Be sure to read emails from the Co-op office

After accepting a co-op offer:

- Review OIS' CPT (Curricular Practical Training) application (<http://www.ois.pitt.edu/wp-content/uploads/F1CPT.pdf>)
- Provide OIS with the CPT Academic Verification Form, job offer letter, which includes start and end co-op dates and the location of the co-op.
- OIS will issue you a new I-20 with the CPT approval on page three. It will include the location and dates of your approved work. You are only eligible to work per the location, hours, and dates on the I-20.

***NOTE: CPT is only valid for 1 semester at a time.** You need to renew your CPT each semester that you plan to co-op!

- Inform OIS of your graduation date. You may need to extend your I-20 or comparable form.
- Obtain the necessary signatures on your I-20 to obtain CPT authorization. The Co-op office requires that you provide the office with a copy of your I-20 with CPT approval, in order to register you for co-op
- Complete co-op paperwork with the Co-op office and register for the co-op course